# JOB DESCRIPTION

<table>
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<th>Req: 39658</th>
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<tbody>
<tr>
<td><strong>ASU Job Title</strong></td>
<td>Clin Experiences Placement Spec</td>
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<td><strong>Job Title</strong></td>
<td>Clinical Experiences Placement Specialist</td>
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<tr>
<td><strong>Campus Location</strong></td>
<td>West</td>
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<tr>
<td><strong>Department Name</strong></td>
<td>MLF Teachers College</td>
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<tr>
<td><strong>Full-Time/Part-Time</strong></td>
<td>Full-time</td>
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<tr>
<td><strong>Scope of Search</strong></td>
<td>Open</td>
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<tr>
<td><strong>Grant Funded Position</strong></td>
<td>This is not a grant funded position and is contingent on future grant funding.</td>
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<tr>
<td><strong>Close Date</strong></td>
<td>February 28, 2018</td>
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**Job Description**

This position is responsible for placing students into assigned public and/or private/charter schools, and students in developing and implementing plans for student clinical placements by interfacing requirements. Makes considerations based on requirements and available sites for the various professional clinical experiences (student teaching and internship experiences).

**Minimum Qualifications**

Associate's degree in a related field AND two (2) years of administrative or teaching experience in field; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Demonstrated knowledge of the principles, practices and methods of student clinical placements within a PK-12 settings.
- Demonstrated knowledge of all education degree program objectives, course sequencing and individual course clinical experience requirements.
- Experience working effectively in an environment subject to limited supervision requiring independent decision making.
- Experience in working collaboratively with a variety of stakeholders.
- Experience in presenting information to students and school officials and managing difficult interpersonal relations issues.
- Experience in establishing and maintaining effective working relationships.
- Experience as an advocate of student achievement, teacher quality, and effective professional development.
- Evidence in effective verbal and written communication skills.
- Experience in computer applications, particularly excel.
- Experience in organization and time management skills.

**Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse (75%); frequently required to stand for varying lengths of time and walk moderate distances to perform work (25%)
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds (35%)
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts
- Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals
- Ability to clearly communicate verbally, read, write, see and hear to perform essential functions
Essential Duties

- Secures student placements based on program requests and available sites for the various clinical experience requirements on a semester-by-semester basis.
- Works closely with the Clinical Instructors, school sites, and students and maintains and coordinates ongoing communication through meetings and e-mails for updates on any changes in current placements and progress toward making future placements.
- Identifies issues and concerns with placements and assists those involved in appropriate resolution.
- Updates placement database with student and school information.
- Assists with preparation of administrative reports and documents relating to placements and data management.
- Represents the Office by planning/participating in/presenting at Student Teaching Orientation, Campus Orientations, and any additional workshops/orientations as needed.
- Builds and maintains relationships with districts and charter/private schools through in-person visits, phone calls, e-mails, appreciations efforts.
- Communicates with school sites and provides prospective and new school sites with comprehensive student clinical placement information.
- Assists with distribution of internal and external surveys/reports.
- May assist with posting grades and with Honorariums.
- May assist with hiring, training and scheduling of supervisors (Faculty) for program.
- May assist with coordinating and/or editing various correspondence including electronic media, flyers, agreement forms, and other miscellaneous projects.
- Attends meetings and participates in professional development/training activities.

Department Statement

Arizona State University’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor’s, master’s and doctoral degree programs.

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.

In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:

- Pursue excellence at scale to achieve impact
- Exercise leadership through innovation
- Champion diversity of people and ideas
- Share responsibility for the strength of communities

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the

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boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

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<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<tbody>
<tr>
<td>Background Check Statement</td>
<td>ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent on successful passing of the background check.</td>
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| Instructions to Apply | Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. ASU does not pay for travel expenses associated with interviews, unless otherwise indicated. Only electronic applications are accepted for this position. |

| Instructions for ASU Online Employment Applications | • Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to apply for an ASU job now.  
• For staff positions click on Internal Applicants (for existing ASU employees) or External Applicants (you must create an ASU account or enter existing account information).  
• From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on Search Openings to locate positions of interest.  
• From the Search Openings page, customize your search or simply click the Search button to view all ASU staff job openings.  
• From the Search Results page, scroll to positions of interest and click on the red Requisition ID 39658BR at the left to apply.  
• From the Job Details page, review the posted job description and click the ApplyTo Job button to begin the online application process. Then, answer the questions to complete the ASU Kenexa online employment application (Note - you will be asked to submit your cover letter, resume and three personal references as part of the application process). |

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