

Placement Coordinator, Professional Experiences (Job Number: 73822BR)

Campus Location	West
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-Time
Grant Funded Position	This is not a grant funded position and is not contingent on future grant funding.
Salary	\$40,000 - \$44,000 per year; DOE
Close Date	December 6, 2021
Job Description	This position is responsible for coordinating students into assigned public and/or private/charter schools. Collaborates with faculty, staff, students and community partners in developing and implementing plans for student professional experiences by interfacing requests with program requirements. Makes considerations based on requirements and available sites for the various professional experiences (residency and internship experiences).
Essential Duties	<ul style="list-style-type: none"> • Acts a liaison to secure student placements based on program requests and available sites for the various clinical experience requirements on a semester-by-semester basis. • Collaborates with the 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. • Facilitates & co-facilitates Orientation, Supervisors' Meetings, 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, and appreciation 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.
Minimum Qualifications	Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications	<ul style="list-style-type: none"> • Practical work experience in coordinating projects or programs • Practical work experience in cultivating partnerships • Knowledge of the principles, practices and methods of student clinical placements within a PK-12 settings. • Ability to work effectively in an environment subject to limited supervision requiring independent decision making. • Practical work experience in meeting facilitation or conducting educational presentations. • Skill in establishing and maintaining effective working relationships. • Effective verbal and written communication skills. • Proficient in computer applications, particularly excel. • Strong organization and time management skills.
Working Environment	<ul style="list-style-type: none"> • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse • Frequently required to stand for varying lengths of time and walk moderate distances to perform work • Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds • Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts • Ability to clearly communicate verbally, read, write, see and hear to perform essential functions • Frequent in state travel involving operation of a motor vehicle • Position receives regular review of objectives
Department Statement	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
ASU Statement	<p>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 boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions</p>

	<p>intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>COVID-19 Vaccination Requirements - Under the recent executive order issued by President Biden requiring all employees of federal contractors to receive COVID-19 vaccinations, ASU expects all employees, including new hires, to be vaccinated unless they have an approved medical or religious accommodation. Proof of vaccination will be required at time of hire, or by January 4, 2022. For questions about medical or religious accommodations, please visit the Office of Diversity, Equity and Inclusion’s webpage and see “Workplace accommodations”.</p> <p>ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</p> <p>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.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.</p>
<p>Employment Verification</p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p>Fingerprint Check Statement</p>	<p>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check</p>

Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #73822BR</p>
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