



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 9/20/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director of Partnerships and Placements
Status: Full-time, 35-hours per week
Grade: 15
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Dean of the Feinstein School of Education and Human Development

PRIMARY PURPOSE:

The Director of Partnerships and Placements (OPP) oversees the design and implementation of all policies and procedures related to the establishment and maintenance of partnerships and placements between the Feinstein School of Education and Human Development (FSEHD) programs and PK-12 schools. The Director of OPP is responsible for coordinating, monitoring, directing, and assessing student teaching placements in districts across the state. The Director is responsible for collecting and analyzing teacher candidate data to continuously improve the impact of the clinical experience of teacher candidates directed toward FSEHD program improvement. The Director is also responsible for collecting, organizing, and submitting teacher candidate and program data as part of the annual Title II report.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Establish and maintain mutually-beneficial clinical partnerships for the purpose of teacher candidate development with appropriate PK-12 schools in Rhode Island and neighboring states.
- Visit schools as needed to create new partnership agreements and develop, maintain, and strengthen existing partnership agreements.
- Recruit cooperating teachers for practicum and student teaching purposes, following procedures established through the partnership agreements with school districts and program directors.
- Modify and/or establish placement procedures with districts when necessary. Manage the placement/matching of students with cooperating teachers.
- Establish and maintain a system for evaluating field placements, student teachers, college supervisors, cooperating teachers, and school settings. Develop reports using evaluation data.
- Work with undergraduate and graduate program coordinators to create and maintain a system for placing and tracking undergraduate and graduate level internships.
- Assist department chairs, college supervisors, associate deans, and/or teacher candidates to mediate disputes, resolve problems, and implement solutions. Serve as the lead communicator representing the FSEHD and the college to schools regarding partnership and placement matters.
- Design and conduct professional development for college supervisors and cooperating teachers on supervising and mentoring student teacher candidates.
- Develop and conduct orientation for new cooperating teachers.
- Contribute to student teaching seminars as appropriate.
- Collaborate with college and PK-12 faculty on structuring pre-service field experiences to meet college and school needs and RIDE certification requirements.
- Monitor the standards and accreditation requirements related to partnerships and placements as defined by Rhode Island Department of Education (RIDE).

- Collaborate with other college personnel on certification, program evaluation, assessment, and student teaching handbook development matters, as needed.
- Attend RIDE meetings as appropriate.
- Collaborate with other Rhode Island College programs regarding partnership and placement issues as needed.
- Supervise and assign work done by staff and one or more graduate assistants.
- Travel to schools throughout Rhode Island, Massachusetts, and Connecticut.

Occasional Job Functions:

- Perform other duties and responsibilities as assigned by the Dean, FSEHD.
- Travel as required, in order to participate in meetings and conferences.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in Education or related field from an accredited institution.

Experience:

- Prior education administration experience at the departmental, school, or district level.
- Minimum of three years' experience working in PK-12 schools and higher education, developing relationships, creating partnerships, and conducting professional development.

Skills, Knowledge and Abilities:

- Ability to mediate disputes, resolve problems, and implement solutions.
Knowledge of Rhode Island Standards for Educator Preparation
- Ability to maintain confidentiality
- Flexibility and creativity in problem solving with an ability to multi-task
- Ability to manage and collaborate with a team of faculty, supervisors, teachers, and school administrators
- Facility with the Microsoft Office suite.
Ability to travel to schools throughout Rhode Island, Massachusetts, and Connecticut and to attend conferences in other parts of the United States.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions. Off-campus facilities may not be accessible to persons who are disabled.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.