



Position Description

Position Title: Coordinator of Clinical Placements
Department: School of Education (SOE)
Reports to: Director(s) of School of Education
FTE: .4 FTE (part-time, mainly academic year)
FLSA: Hourly
Revised: March 2025

Position Summary:

The Coordinator of Clinical Placements is responsible for managing field placement processes within the School of Education (SOE) at Wisconsin Lutheran College (WLC). This position collaborates with the SOE directors to coordinate, document, and implement clinical placements, student teaching assignments, and administrative practicums, ensuring compliance with state licensure requirements and WLC policies. The Coordinator is key in supporting education candidates' placement in K-12 settings as they pursue teacher licensure.

PRIMARY RESPONSIBILITIES

General Responsibilities

- Establish and maintain professional, proactive communication with K-12 school faculties regarding clinical placements, teacher candidacy assignments, and program requirements.
- Update and manage a database of school placements, cooperating teachers, and relevant program data, including Lifeline Assistance Program (LAP) graduates.
- Prepare and submit a semester report to the director(s) on placement activities, challenges, successes, and program updates.
- Organize and conduct seminars twice a year for prospective cooperating teachers to inform them about program expectations, goals, and responsibilities.
- Execute a variety of administrative duties, such as document preparation, copying, filing, data entry, maintaining records, drafting correspondence, and scheduling appointments.
- Participate in an annual performance review with the director(s) to assess job performance, set goals, and discuss potential improvements.
- Perform other duties as assigned by the director(s).

Pre-Student Teaching Placement Responsibilities

- Establish initial contact with school principals and designated school representatives to arrange placements for WLC clinical students with cooperating teachers.
- Continuously update and maintain a current database containing information on cooperating schools and teachers.
- Expand placement opportunities by conducting school visits and recruiting new cooperating schools and teachers for clinical placements.
- Oversee and coordinate the assessment process for clinical placements and cooperating teachers, ensuring accurate documentation and providing reports to the director(s).

Student Teaching Placement Responsibilities

- Initiate contact with school principals and relevant designees to arrange placements for student teacher candidates with appropriate cooperating teachers.
- Present prospective cooperating teachers to the director(s) for approval and ensure alignment with program expectations.
- Compile and present the final list of student teaching placements to the director(s) for review and confirmation.



- Collaborate with the director(s) to communicate necessary information regarding teacher candidates to cooperating schools in a timely manner.
- Provide cooperating schools with necessary placement information for both the teacher candidates and their assigned college supervisors.
- Maintain an up-to-date database with information and evaluations for cooperating teachers.
- Prepare and update the teacher candidate listing each semester, which includes details such as placements, cooperating teachers, assigned supervisors, placement dates, and licensure status.
- Assist director(s) with residency placements, ensuring all logistics and requirements are met for successful placements.

Post-Student Teaching Responsibilities

- Maintain consistent communication with all WLC education program graduates, ensuring their continued engagement and support.
- Oversee the Lifeline Assistance Program (LAP), which involves ongoing communication with recent graduates and completers of the WLC School of Education to maintain an updated contact database and track progress for assessment and support purposes.
- Direct any inquiries or concerns arising through the LAP to the director(s) for further action.
- Collaborate with the Director of Certification/Licensure to ensure that LAP activities are aligned with certification and licensure goals.

QUALIFICATIONS

Knowledge, Skills, and Abilities

- Previous professional experience within a PK-12 educational setting is preferred.
- Familiarity with a variety of PK-12 academic environments and education programs.
- Exceptional written and verbal communication skills, with the ability to communicate clearly, concisely, and professionally with internal and external stakeholders.
- Proficiency in MS Word, Excel, Access, and other relevant software tools; flexibility to adapt to new electronic formats and systems as required.
- Strong organizational and time management skills with a keen attention to detail.

Working Relationships

- Excellent interpersonal and relationship-building skills, with the ability to collaborate effectively across diverse groups.
- Demonstrated ability to actively listen, engage with stakeholders, and respond appropriately to their needs.
- Sensitivity to diverse cultural and educational backgrounds, and an ability to communicate with flexibility and respect.
- Strong networking and relationship management skills, with the ability to expand placement opportunities through professional contacts.

Working Conditions

- Office-based position with convenient access to computer and phone. Occasional travel may be required for school visits and placement recruitment activities.

Physical Requirements

- The position primarily involves office-based work, which may require prolonged periods of sitting, typing, and using a computer.
- The position requires occasional travel to K-12 schools for site visits, meetings with school representatives, and recruitment activities for new placement opportunities. This may involve walking, driving, and carrying light materials.



- The ability to handle office equipment such as a phone, copier, scanner, and computer keyboard is necessary.
- The position requires verbal communication with a variety of stakeholders, including school personnel, prospective cooperating teachers, and WLC faculty. The ability to speak clearly and effectively is essential.
- Close vision is necessary for reading reports, databases, and other documentation and performing tasks on a computer.
- Light lifting (up to 15 pounds) may be required for handling files, materials for seminars, and other related items.
- The ability to drive a personal vehicle or WLC vehicle for school visits and meetings.

As is expected of all workers, this position requires the incumbent to perform his/her job responsibilities in a manner consistent with the overall mission and core values of Wisconsin Lutheran College, as defined through its affiliation with the WELS.