

## **WARTBURG COLLEGE POSITION DESCRIPTION**

### **Title of Position: School Partnerships Coordinator (Education Department)**

**Preparation Date:** March 2022

#### **Function of Position**

The School Partnerships Coordinator develops, supports, and maintains relationships between the College and PK-12 schools in the Cedar Valley and collaborates with the Internship Coordinator to develop relationships in other locations. Reporting to the Chair of the Education Department, the Coordinator manages placement for all student field experiences and student teaching assignments, supervision and evaluation of student teachers, coordination for other faculty engaged in school-based curricular programs and advising individual students and groups volunteering in area schools. This is a full-time, ten-month position.

#### **Principal Duties and Responsibilities**

- 1) Place students for education-related field experiences, student teaching, and other service-learning programs in schools. (60%)
- 2) Engage in student teacher and/or field experience supervision and evaluation. (20%)
- 3) Maintain and develop relationships with teachers and administrators in area schools, coordinate their requests for collaboration and be available for before- and after-school meetings. (10%)
- 4) Lead and assist students needing to complete the EdTPA versus the Praxis Exam. (3%)
- 5) Lead, recruit, and maintain Community Service Positions. (5%)
- 6) Manage ED TEP Interventions. (2%)

#### **Supervision**

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

#### **Minimum Qualifications**

Requires MA in education with three years of P-12 classroom teaching experience, ability to use databases, experience or interest in community service, exceptional organizational skills, interpersonal communication skills that encourage positive, responsive interactions within the educational community and with college students, and support for the mission of a liberal arts college of the Lutheran Church (ELCA).

#### **Application Procedure**

Curriculum vita, unofficial graduate transcripts, the names/contact information for three current references, and letter of application describing your teaching and service experience/interests and how these will support the distinctive mission and institutional learning outcomes of Wartburg College, should be sent electronically to [HR@wartburg.edu](mailto:HR@wartburg.edu). For specific inquiries contact Dr. Rick Snyder at [rick.snyder@wartburg.edu](mailto:rick.snyder@wartburg.edu). Further information about the College and the city of Waverly is available at: <http://www.wartburg.edu>. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.