

School of Education

Special Education Placement Coordinator

Established in 1851, Notre Dame de Namur University (NDNU) is a Catholic, not-for-profit, coeducational university, located on the San Francisco peninsula in Silicon Valley. With students from multiple states and countries, Notre Dame de Namur University serves its students and the community by providing excellent professional and liberal arts programs in which community engagement and the values of social justice and global peace are integral to the learning experience. NDNU is a diverse and inclusive learning community, designated by the US Department of Education as a Hispanic-Serving Institution, that challenges each member to consciously apply values and ethics in his or her personal, professional and public life.

General Description

The NDNU School of Education (SOE) invites applications for a part-time 12-month faculty position in the Education Specialist (Mild/Moderate Support Needs and Extensive Support Needs) Credential Program at the Placement Coordinator, commencing October 2023. SOE is a dynamic school, actively engaged in TK-12 schools and the community with a strong commitment to preparing teachers and administrator to work in California’s diverse schools. We seek to hire a teacher-credentialed practitioner with Special Education experience in a diverse public school setting as well as a sound theoretical background and active knowledge of/involvement in the latest research and effective instructional practices who will integrate theory and practice in teaching. The candidate should have the ability to work with credential candidates, school districts and faculty to identify appropriate placements for candidates for the Education Specialist credential as well as supervise student teachers/interns. The candidate will collaborate with colleagues on program and school-wide projects.

The School of Education is accredited by the California Commission on Teacher Credentialing and offers preliminary credentials (Multiple Subject, Single Subject, Education Specialist Mild/Moderate and Moderate/Severe, and Administrative Services), and master’s degrees (MA degrees in Education, School Administration, Special Education, Educational Therapy, Teaching English to Speakers of Other Languages (TESOL), and Diversity, Equity and Inclusion Leadership). The school has earned a reputation for excellence in teacher education and has prepared many of the teachers, specialists, and administrators currently working in the Bay Area. At the core of our programs is personalized attention and individualized counseling to support candidates in reaching their personal and professional goals, field orientation of programs, and successful placement of graduates.

Specific Responsibilities/Duties

* Consult/Collaboration with Special Education Program Director and faculty to identify potential districts/schools for practicum placements for credential candidates.
* Consult/collaborate with administrators at the district and school sites to identify appropriate placements for credential candidates.
* Work with credential candidates to develop placements, including student teaching, by verifying placements with sites/District Offices and collaborating on identification of qualified Cooperating Teachers [for student teachers] or District Employed Supervisors [for interns] to mentor candidates during their placements.
* Keep abreast of changes in the process each district uses to approve fieldwork placements; coordinate with SOE Executive Assistant to ensure that current MOUs for placement of student teachers and interns are in place prior to practicum placements.
* In collaboration with the Credential Analyst and SOE Executive Assistant, monitor candidate progress in completion of the basic skills requirement, subject matter competency requirement, negative TB, Certificate of Clearance, and other requirements that must be met prior to candidate being eligible for student teaching or an intern credential; Verify documents are on file in each candidate’s Canvas file.
* In collaboration with Program Director, assign university supervisors for candidate to supervise at the beginning of each semester.
* In collaboration with Program Director, develop the agenda for monthly university supervisor Meetings.
* Each semester, create/manage a matrix/spreadsheet identifying candidates in student teaching/intern placements each semester containing: contact information for candidates; CTC/NDNU requirements for placement met; information about placement site including placement location, names and contact information for site administrator, office personnel, cooperating teacher or district employed intern support provider; university supervisor name and contact information.
* Deal flexibly in collaborating with Program Director, University supervisor, districts/schools and candidates to arrange mid-semester placement changes, as necessary.
* Each semester, co-present orientation to candidates new to the program related to how to meet the requirements for fieldwork.
* At mid-term in fall and spring semesters, co-present orientation for candidates who believe they will qualify for student/intern teaching in the next semester to review requirements and identify potential placements sites for each candidate; use this information for initial contacts with districts/schools to identify potential placement sites.
* Co-present 4-day orientation for candidates prior to the beginning of their fieldwork placements focused on the process and procedures to be completed during the placement.
* Keep abreast of changes made by CTC in credentialing, TPE’s, requirements for supervision, etc., by subscribing to the weekly PSD’s news, coded correspondence as it appears, and any other pertinent documents.
* In collaboration with faculty and other placement coordinators, review handbooks, documents and forms related to fieldwork and revise/update as necessary.

Qualifications

* Significant experience as a TK-12 Special Education teacher with Clear California Education Specialist or related credential; post credential professional development, graduate work or MA degree in Special Education preferred.
* Expertise in moderate and/or severe disabilities.
* Knowledge or experience with teacher preparation, peer mentoring, and induction.
* Experience in K-12 school systems serving diverse TK-12 students.
* Familiarity with California Commission on Teacher Credentialing (CTC) standards and legislation governing special education.
* Familiarity with California’s Teaching Performance Assessment and the Teaching Performance Expectations; knowledge of/experience with CalTPA preferred.
* Ability to work collaboratively with district/school personnel, colleagues, candidates, faculty, and staff.

Application Procedures

NDNU School of Education is committed to providing an educational environment that supports a diverse student population. In your cover letter, please include information about your experiences working in a diverse environment, and what qualities you would bring to supporting this commitment to inclusive excellence at NDNU.

Please submit online complete application and submit cover letter and resume to: <https://www.ndnu.edu/human-resources/jobs/>

The University is an equal opportunity employer and is firmly committed to non-discrimination in its hiring and other employment practices and in the application of its personnel policies. In compliance with all applicable federal and state laws, except where a bona fide occupational qualification exists, employment decisions will be made irrespective of the staff member's race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, medical condition (cancer-related or genetic condition), disability and/or any another status protected by law.