

## DISTRICT-BASED INTERNSHIP AND PARTNERSHIP COORDINATOR RESPONSIBILITIES

<b>SELECTION</b>	<ul style="list-style-type: none"> <li>Partnership coordinators are selected by a team comprised of district personnel, the university faculty coordinator, and Office of Educator Preparation (OEP) staff.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Experience working in a teaching and/or administrative capacity in the district within the last ten years. Does not have to be a current school district employee.</li> <li>Knowledge of current school district educational services and instructional and assessment programs.</li> <li>Maine teacher and/or administrator certification.</li> <li>Interest and skills to support initial teacher certification candidates and the professionals who work with them.</li> <li>Experience with program or project design and management.</li> <li>A positive, collaborative, and supportive disposition.</li> </ul>
<b>COMPENSATION</b>	<ul style="list-style-type: none"> <li>Partnership and Internship Coordination is the equivalent to one course each semester and the payment is \$2500/semester.</li> </ul>
<b>LENGTH &amp; TERMS OF APPOINTMENT</b>	<ul style="list-style-type: none"> <li>This is a two-semester part-time position, late August through late May.</li> <li>The time commitment is distributed across fall and spring a few hours at a time for meetings, seminars, and other program activities, approximately six hours per week. The end of November/December and the three weeks after April break have high time demand for intern presentations.</li> <li>Maine school breaks are observed.</li> <li>There is an annual opportunity to renew pending the approval of the district administration, stakeholder feedback, and agreement of the University depending on student enrollment and evaluation.</li> </ul>
<b>RESPONSIBILITIES</b>	<p><b>I. INTERNSHIP COORDINATION</b></p> <ul style="list-style-type: none"> <li>Attend Orientation Session as scheduled with faculty coordinator and OEP staff.</li> <li>Work with district teachers, administrators, and the OEP to establish classroom placements.</li> <li>Work with district school principals, central office staff, and the OEP to organize the process for the necessary documentation for the approval of initial certification candidates to work in schools. This includes facilitating their inclusion on the district substitute teacher list when appropriate.</li> <li>Facilitate intern access to district resources including district email, online teaching platforms, shared teacher curriculum resources, standards, rubrics, and teacher guides.</li> </ul>

- Work with the university faculty coordinator and the OEP to align course assignment and internship tasks with accreditation standards, district standards, assessment, RTI, and instruction as appropriate.
- Facilitate in-district seminars for initial certification candidates to examine the district's approach to curriculum, instruction, assessment, support services, professional development, and other dimensions of the district's educational programs, and connection with community organizations.

**II. INTERN SUPPORT & EVALUATION**

- Support interns' professional development throughout the internship.
- Support and address the needs of struggling interns and/or those in need of or on improvement plans or action plans.
- Observes interns as desired or needed.
- Attend interns' portfolio presentations at the end of the spring semester.
- Write letters of recommendation as appropriate.

**III. PARTNERSHIP DEVELOPMENT, COORDINATION & ASSESSMENT**

- Attend Internship Partnership Advisory Committee (IPAC).
- Support mentor teachers to facilitate growth in that position.
- Develop and sustain university and school district partner relationships.
- Collaborate with university faculty coordinator and district administration to generate the schedule and topics for in-district seminars.
- Coordinate district's participation in the candidate interview process.
- Participate in an annual evaluation process to review partnership data (internship course evaluation, mentor teacher survey, student survey about district workshops) with university faculty coordinator, the OEP, and may include input from district administrator.