

Partnership School Coordinator

The Partnership School Coordinator (PSC) occupies a staff position that includes both teaching and outreach activities. The PSC is responsible for teaching 2 courses in the Teach Education Program each semester and for serving as the main liaison between the Teacher Education Program and the surrounding P-12 community.

This person has responsibilities for coordinating the development of an effective partnership schools network according to the goals established by the School of Education for its teacher education programs. This individual will stay abreast of issues and plans both within the School of Education and in the partnership schools and act as a communication link in both directions. This person will work with the leadership team of the School of Education to design a plan of action on a yearly basis that involves the schools and IUPUI in a cycle of continuous improvement aimed toward creating a partnership that serves K-12 students, teachers and administrators, and teacher education candidates, student teaching supervisors, and faculty equally well.

Specifically, the responsibilities will include:

- Respond to inquiries from schools and districts in the community.
- Establish and maintain cluster groups of schools.
- Assess the readiness of schools to become a partnership schools.
- Work with the Evaluation Committee to plan for and carry out systematic assessment of the school experiences. Report the findings in writing to the Chair of Teacher Education and the Evaluation Committee once a year.
- Orient the student teaching supervisors and the schools to the principles, standards, key engagements, and assessments of the Teacher Education programs.
- Facilitate meetings ^{among} ~~between~~ school faculty, student teaching supervisors, and university faculty.
- Organize university faculty and supervisors to act as liaisons to the schools and to attend critical meetings in the schools.
- Help each school to identify a liaison who will be the first point of contact for IUPUI
- Plan and implement activities to orient teachers who are new to the schools.
- Make possible professional development opportunities at the schools using IUPUI faculty or connections.
- Work toward putting systems in place that insure the best match-ups between mentors teachers and interns possible.
- Maintain communication with schools.
- Keep lists and records of contacts and school information.
- Keep a current mailing list of the partnership schools in the master data base.
- Contribute to good public relations

