Clinical Practice Coordinator

California Polytechnic State University, San Luis Obispo is currently recruiting for a Clinical Practice Coordinator (CPC) in the School of Education. This position will provide critical support to our credential program coordinators to facilitate, plan, coordinate and track all aspects of our clinical practice placements. The Clinical Practice Coordinator will have regular e-mail and phone contact with our many school sites to ensure that we are cultivating strong and mutually beneficial relationships.

The CPC will make occasional visits to schools to meet school site personnel and will liaise with schools and school district offices over supporting paper work. The CPC will be responsible for tracking all clinical practice related data that is required for the School of Education’s accreditation through the Commission on Teacher Credentialing (CTC). For additional information visit calpolyjobs.org (requisition #104670) or email Dr. Kevin Taylor at jktaylor@calpoly.edu.

Summary of Required Qualifications:

- Demonstrated ability to use negotiation and persuasion skills to achieve results and expedite projects.
- Ability to interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems.
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference.
- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere and maintain effective working relationships within a diverse population.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, verbally and in writing.
- Demonstrated ability to maintain a high degree of confidentiality.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

The School of Education (SOE) offers a range of educational programs including post-baccalaureate teaching credentials, advanced credentials and master's degrees. As an interdisciplinary unit, the SOE delivers its programs in partnership with departments in two other colleges, the Center for Engineering, Science and Mathematics Education (CESAME), in addition to school districts and county offices of education throughout our service area. More information may be viewed at www.soecd.calpoly.edu.