

## Jane Norman College

<b>Position Description:</b>	Practicum Coordinator
<b>Supervisor:</b>	Executive Director, or designate
<b>Location:</b>	60 Lorne Street, Truro (Main office),
<b>Telephone:</b>	902-893-3342
<b>NOC:</b>	4214
<b>Employment Type:</b>	Full-time

### Organization

Jane Norman College ("College") is a non-funded, non-profit, private college which specializes in educating human services professionals in early childhood education, youth work, teacher assistance, and inclusion and intervention. In addition to college programs the College offers a wide variety of workshops. Also run under the auspices of the College are the Jane Norman Family Home Day Care Agency, the Dr Jane Norman Child Study Centre, the Russell Resource Library, the Jane Norman After School Program, and the Early Years Support Site (Truro).

### Position Scope

Under the governance structure of the College, and reporting to the Executive Director, or designate, the Practicum Coordinator is responsible for the practicum of all Jane Norman College Programs (early childhood education, youth work, teacher assistance, inclusion & intervention), acts in a support/secondary capacity for the Family Home Day Care Agency and ECE Support Site, and supports the overall function of Jane Norman College and its programs and services.

### Nature of Work

Work is commensurate with that of an educational professional with an oversight role in a non-profit organization. Fulfilling the role of Practicum Coordinator, the work is a mix of instructional, community liaison, administrative, and supervisory, however, the Practicum Coordinator must have knowledge of or be able to understand and follow provincial regulations and requirements around early childhood education, youth work, teacher assistant, and private colleges. The position requires attention to detail, an ability to manage responsibility with minimal supervision, and excellence in communication and community building. In a senior staff role, the Practicum Coordinator also furthers the success of all of the College programs and services by attending meetings as needed, representing the College at various functions, and putting forward ideas that may be beneficial to any area of the College or bringing forward challenges that may have detrimental effects on the College. Access to a personal vehicle and travel is required.

### Core Duties

The following description outlines the range of duties that the Practicum Coordinator will be required to perform:

#### Practicum Responsibilities

- Plan, research, write, and update practicum handbooks, forms, handouts, seminar materials, community partner feedback forms, and all practicum related materials for each College program;
- Deliver weekly practicum seminars to all full time students (early childhood education & youth work);
- Meet with and secure community partners for practicum placements (e.g., day cares, resource centres, youth programs, small options homes, community programs);

- Ensure community partners identify to the College, and to each student, a student supervisor and ensure supervisor has understanding of/resources for practicum placement including but not limited to: timelines, deadlines, roles and responsibilities of community partner and student, forms and materials, pre-paid envelopes (if necessary), student and Practicum Coordinator contact information;
- Continue to build relationship with community partners to help develop better placements for the students and to have strong lines of understanding and communication in anticipation of possible challenges;
- Create and hold orientation for community partners as needed;
- Meet with full-time students individually, prior to and post placement, to answer questions, address challenges and provide feedback;
- During placements, execute at least one college supervised visit/assessment after contacting community partner and student to schedule best time for supervision;
- During placements, call all community partners to check in on students, make follow up calls, or extra supervisions, if necessary;
- Ensure all required paperwork from students and community partners is completed and submitted on time before (e.g. release forms, VSC, CRC) and after (e.g. handbook or materials) placement;
- Mark practicum handbooks and all assessable student materials, maintain accurate, up to date records of students placement locations, hours, and grades;
- Work with part-time instructors in other areas, and act as point person to ensure that all practicum aspects of the programs are covered and parallel with full-time programs in Truro, including on-site visits to part-time programs and supporting Teacher Assistant Placement Supervisors as necessary;
- Ensure all regulations, laws , and rules for practicum (e.g., Occupational Health and Safety, *Day Care Act*, etc.) are followed and keep all practicum resources and materials, both internal and external, current;
- Travel as required to community meetings, student meetings, and supervisions;
- Work closely with Program Director, Registrar, and Student Success Coordinator to keep abreast of all student progress/potential problems and to ensure practicum aligns with College courses, philosophy, and meets the changing needs of the field and our community.

#### Senior Staff Responsibilities

- Work with Family Home Day Care Coordinator to keep abreast of issues around Family Home Day Care, and act in the Family Home Day Care Coordinator's stead in their absence;
- Work with the Early Year Support Site Coordinator to keep abreast on Early Years Support Site issues, attend meetings, and execute support site functions in the absence of the Early Years Support Site Coordinator;
- Help plan, coordinate, and host College graduation banquet and convocation;
- Participate as a member of the Academic Review Committee;
- Attend weekly staff meetings;
- Keep Executive Director abreast of any incidents, concerns or issues as they arise;
- Calculate and submit complete and accurate logs of travel and expenses;
- Any other related duties as necessary.

#### Skills and Aptitudes

In addition to performing the duties of the role, the Practicum Coordinator will demonstrate the following abilities:

- Understanding of the provincial acts, regulations and other guidelines or standards that are followed by the College programs and as applies to the role;
- Understanding of the College and its programs and services with ability to direct parents/community partners to the appropriate area or staff member;
- Thoroughness and ability to pay close attention to details;
- Proficiency with word processing (Word) and spreadsheets (XL);
- Good organizational skills, flexibility, and good time management skills to meet deadlines;
- Excellent communication skills, both written and oral;
- Ability and willingness to work as a team member as well as a leader;
- Initiative, problem solving skills, and good judgment to help identify problems and solutions or better ways of working;
- An energetic, positive attitude, mental alertness, and stability while engaging with students, parents, staff, and stakeholders daily;
- Personal/professional boundaries by keeping in confidence information regarding all students and partners of Jane Norman College including student/partner personal issues, academic issues, or financial issues;
- Ability and willingness to travel locally and provincially to meet with community partners, students, regulators, or other organizations and people in support of the College and its programs and services.

**Credential/License/Certification Required:**

- Degree in Child and Youth Study and hold or have the ability to hold Level 3 (under Nova Scotia Department of Education and Early Childhood Development classification recognition), or a Diploma in Early Childhood Education and hold or have the ability to hold Level 2 (under Nova Scotia Department of Education and Early Childhood Development classification recognition);
- Possess and maintain a clean Vulnerable Sector Check and Child Abuse Registry Check.