

THE UNIVERSITY OF NEW ENGLAND
Position Statement

SCHOOL:	Education
POSITION TITLE:	Education Officer: Professional Experience
CLASSIFICATION LEVEL:	Higher Education Officer Level 7
POSITION NUMBER:	
DATE CLASSIFIED:	1 April, 2009
REPORTS TO:	Executive Officer, School of Education

DIMENSIONS OF POSITION:

The School of Education consists of approximately 130 members (Academic, Research, Honorary and General staff and on campus full time Postgraduate students), a Research Centre plus a very large number of casual staff (ranging from 60-70 people). The School caters for 4500+ undergraduate and postgraduate students.

POSITION OBJECTIVES:

The Education Officer will be an integral member of the Professional Experience team, with involvement in:

- (i) the on-going development and monitoring of preservice professional experience programs
- (ii) support of preservice teachers prior to, during and after school placement
- (iii) liaison with and support for supervising teachers
- (iv) the development of new initiatives to meet required quality indicators across all preservice teacher courses.

The occupant of this position will work closely with the Director of Professional Experience, undertaking evaluation and research within the professional experience area to develop policies and futures-oriented programs that reflect current trends and developments in teacher education.

DUTIES:

1. Oversee the administration of practicum placements and assist with decisions re special consideration.
2. Counsel "at risk" students and "failed" students and help to provide support and extra learning materials to assist in rectifying areas of weakness.
3. Liaise with the School Academic staff re student progress.
4. Monitor student activity in the online environment, using BlackBoard and Sakai web tools.
5. Liaise with supervising teachers in schools whilst students on practicum.
6. Manage the administration of the Practicum Liaison Officers (PLOs) Program. The PLOs are employed to monitor student supervision (which includes travel to schools on scheduled or crisis visits).
7. Assist with the preparation of supporting materials for PLOs (eg timetables, evaluation reports).

8. Provide liaison and administrative support for PLOs as necessary.
9. Assist with the writing, editing and production of practicum handbooks and online materials.
10. Assist with the interpretation of University and accrediting body policies and guidelines, course pre and co requisites.
11. Assist with the development of pre service professional experience programs.
11. Assist School Academic staff with liaison responsibilities during their practicum engagement with students and participating schools.
12. Assist the Director with research on professional experience and the changes in teacher education.
13. Liaise with the Professional Experience Office Administrative Team re students' progress and placements and provide guidance as required.
14. Organise PLO travel arrangements.
15. Visit schools to maintain current networks and develop new relationships to enhance UNE's practicum program.
16. Be aware of and apply the University's policies and procedures relating to equal opportunity, risk management, records management, occupational health and safety and quality assurance as they apply to this position.
17. Relieve the Director of Professional Experience during short term absences.
18. Other duties as required and relevant to the position.

QUALIFICATIONS AND CRITERIA

1. A recognised teaching qualification and a demonstrated record of recent quality teaching and leadership in schools.
2. Demonstrated significant contributions to the teaching profession at local and regional levels, and an awareness of the needs of teachers and students within these environments.
3. Knowledge of developments and trends in the field of teacher education in general and the practicum in particular.
4. Demonstrated high level oral communication and interpersonal skills, including demonstrated high level ability in consultation and negotiation with all levels and groups.
5. Demonstrated excellent written skills with strengths in policy and procedural documentation.
6. Demonstrated ability to work successfully independently or within a team environment, and to achieve objectives at an individual as well as wider team and work area level.
7. Demonstrated research, planning, organisation, implementation and evaluation skills and knowledge relating to the development or implementation of professional development programs.
8. Demonstrated understanding of the standards of accrediting bodies across Australia.
9. Current driver's licence and the capacity to travel to various regions across NSW for the purpose of support and supervision.

10. Awareness of EEO and OH&S, risk management, records management and quality assurance principles as they relate to this position.