

Undergraduate Educator Preparation Programs Program Coordinators' Roles and Responsibilities

Program Coordinators provide leadership and administration for the licensure programs. They serve as the liaison between the program faculty and the Department Chair. Program Coordinators provide program organization and promote collegiality among program faculty. The success of the educator preparation licensure programs however, also critically depends on the collaborative work and support of program faculty in helping their respective program coordinator to carry out their various roles and responsibilities.

The primary responsibilities of the Program Coordinators are to the Department Chair and program faculty. They are responsible for program administration including: program reviews, program admissions, conducting program meetings, scheduling of classes, preparing new faculty position requests, and preparing program reports. They also assist program faculty in recruiting, supervising, and recommending the hire of Part Time Instructors (PTIs). The curricular tasks required of the Program Coordinators include: scheduling of courses, syllabi review, workflow of curricular forms, and verifying/updating program information in the UNM catalog. Program coordinators recruit and advise students, address student issues and grievances, and oversee student records and graduation checks.

In addition to their responsibilities to the Department Chair, the Program Coordinators work closely with the Office of Field Services and Center for Student Success to oversee all aspects of students' field experiences required for licensure. They assist the Associate Dean for Assessment, Accountability and Accreditation by providing program assessment data, program reports, program reviews, and self-study yearly reports. Program Coordinators work with the Associate Dean for Educator Preparation and Development in program compliance of UNM/School District MOUs, the implementation of NMTEACH Standards across all aspects of the licensure program, and 2+2 articulation matters. Finally, Program Coordinators participate in meetings of the UNM-Educator Preparation Programs Council.

Educator Preparation Program Coordinator's Responsibilities

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To Department and Chair

❖ PROGRAM FACULTY

Recruit & recommend for hire PTIs
Supervise & observe PTIs
Supervise GAs/TAs

❖ PROGRAM ADMINISTRATION

PED program reviews
Program admissions
Coordinate program meetings
Conduct & oversee documentation of program meetings
Student awards/recognitions
Review & update program information, including website information
Coordinate with Field Centers & UNM West
Knowledge of state regs/rules for licensure and University policies
All information and reports requested by Chair and Dean
Collaborate with TAGs
Oversee TAG compliance with licensing requirements
Prepare new faculty position justification & description
Recommend faculty course teaching assignments
Regular communication with Center for Student Success staff
Communicate & collaborate with faculty in A&S and external to COE
Attend program/ department meetings of other programs
Program reviews: needs/critical issues

❖ CURRICULAR TASKS

Scheduling
Review & approve override and exceptions
Curricular workflow forms & associated duties with changes
Syllabus review & approval for fidelity & matrix alignment

❖ STUDENTS

Recruit students
Student issues/Grievances
Advise Alt lic
Student records/requirements
Graduation checks

❖ FIELD EXPERIENCES

Recruit CT
Approve, recruit & recommend school sites
Approve ST placement
Hire University Supervisors (US)
Field Services Portal
Supervise embedded faculty
Collaborate with Field Services on all placements
Criminal Background Checks/Liability Insurance issues

❖ OTHER

ECME attend state meetings
Letters of recommendation
Attend meetings & disseminate information
NES Test prep workshop organization & monitoring
Develop & maintain relationships with community partners
Duties with changes
Shared responsibility/stewardship of program

To Assoc Dean for Assess/Acct/Accred

SLO report
Review & disseminate annual data report
Review Program assessment plan
Oversee data entry in Tk20 (Fac/US/CT/ST)
COE Ed Prep Coord & Assess Coord Meetings
EARS data
Title II information
PED-program reviews
CAEP annual or self-study data

To Assoc. Dean for Educ. Prep and Dev.

District MOU compliance
Curricular revisions
Attend meetings with Assoc. Deans
2 + 2 articulation matters
A& S, CFA coordination (UNM EP Council)
NMTeach coord/training/review
Alignment of curriculum to standards & competencies

To Assoc Dean for Academic Affairs

APR Self-study