

Approved January 2024

Program Coordinator Responsibilities
(Program Coordinator responsibilities may vary by program)

College of Education Program Coordinators will have a campus presence¹ of at least 15 hours per week.

NOTE: The coordinator responsibilities also include the expected faculty member engagement in the following:

- **Teaching**
- **Research/Scholarship**
- **Service (beyond program coordination responsibilities)**

National/State/Specialized Program Association (SPA) Standards

- Know the program standards in detail, including the rubrics and expectations of the Specialized Program Association (SPA)/State.
- Communicate with the SPA (national) coordinator to clarify any concerns or questions related to programs.
- Attend workshops offered by CAEP, SPA, or AR Department of Education to make sure UCA's programs are aligned with standards.
- Write the SPA or State-Only reports/rejoinders with assistance from faculty and chair.
- Maintain currency in the discipline and education field (i.e., new InTASC Standards, state initiatives, Developmental Sciences, Clinical Preparation, etc.) and infuse, realign curriculum/key assessments as appropriate.

Assessment and Accountability

- Working with program faculty to maintain a viable assessment system (6-8 assessments recommended).
- Make sure all program faculty (full-time, part-time, and adjunct) understand the assessments, rubrics, and processes for administering and collecting the data every semester.
- Maintain program candidate data for recruitment, progression, retention, program assessment, and program decisions.
- Collaborate with the Director of Assessment to ensure quality data assurance.
- Work with the Director of Assessment to stage and respond to data for annual program reports.
- Submit an annual program assessment report to the Director of Assessment before October 15.

Program/Course Maintenance

- Assume leadership for coordinating the degree program's curriculum review, improvement, and development; including working with other departments and

¹ "Campus presence" will be defined in collaboration with the department chair and the dean of the COE.

department chair to ensure support courses are appropriate and offered as the program needs.

- Attend monthly program coordinator meetings.
- Represent the college/discipline in unit-wide decision-making (i.e., how to meet technology and diversity proficiencies, field experiences, etc.)
- Share program data with program faculty and record changes made to the program based on the data.
- Maintain the history of the program – programmatic changes.
- Work with advisory committees to examine data and recommend program changes.
- Coordinate and facilitate annual advisory board meetings and share agenda/minutes to COE advisory board website.
- Maintain communication of the program through email, webpage, social media, etc.
- As needed, recommend qualified adjunct instructors to fill program instructional needs.
- Notify the department chair of any issues with instructors.
- For those coordinating initial licensure programs, update and maintain internship course shells, assignments, and schedules.

Recruitment/Admission/Licensure

- Coordinate recruitment for programs from public and private schools, market programs, and attend career fairs.
- Undergraduate program coordinators: Be familiar with the teacher education admissions process and (when possible) include information in program communications.
- Graduate program coordinators: Review program applications and make decisions regarding student admission.
- Undergraduate program coordinators: Coordinate candidate reviews and make recommendations for admission (Gate 1).
- Maintain knowledge of the current required Praxis exams (take new exams as they are available)
- Work with UCA Director of the Office of Candidate Services to monitor student applications and licensing.

Field Experiences

- Undergraduate program coordinators: Work with the Director of Field Experiences for internship placements as needed
- Undergraduate program coordinators: Advise the Director of Field Experiences on the selection of mentor teachers in partner schools
- Graduate program coordinators: Make, coordinate, and monitor field placements as needed
- Graduate program coordinators: Develop and maintain relationships with field placement sites.
- Advise the chair on selection of appropriate university supervisors and ensure appropriate training and program participation (e.g., supervisor meetings, internship professional development, etc.)
- Serve as a resource for interns, supervisors, and mentor teachers.

Student Support

- Serve as the first point of contact with student concerns, including issues related to field performance, disposition issues, and/or classroom performance.
 - Address student performance issues including meeting with students (and other appropriate persons), monitoring dispositions, and developing improvement plans
- Monitor students' progress toward degree completion, which may be in conjunction with advisors.
- Coordinate maintenance of the student database (currently managed in the Airtable database program).
- Facilitate student-faculty and student-mentor communications as needed.