Professional Programs invites applications from teacher educators for a 10-month seconded Placement Coordinator position commencing September 2017. The successful candidate will work in conjunction with the current Placement Manager to secure student teacher practicum placements within the lower mainland.

**General Responsibilities:**

Working closely with the Professional Programs Coordinator team (coordinators, director, and managers), the incumbent acts as a liaison to foster relationships with various school districts as well as to establish practicum placements that comply with regulations set out by the Teacher Regulation Branch (TRB). The Placement Coordinator (in conjunction with the Placement Manager) will also connect with school district administrators and human resources staff in the recruitment and support of School Associates. This will include travelling to surrounding schools and school district offices to meet with superintendents, principals and teachers to establish appropriate placements each semester.

**Selection Criteria:**

✦ BC Teaching Certificate with at least five years of successful teaching experience, or an equivalent combination of education, training, and experience.
✦ Excellent organizational, analytical reasoning, problem-solving, and conflict management skills.
✦ Excellent interpersonal and communication (both oral and written) skills.
✦ Excellent computer software skills (word processing, spreadsheets, and specifically knowledge using Filemaker databases).
✦ Excellent administrative skills.
✦ Ability to exercise diplomacy in the investigation and resolution of sensitive issues and problems.
✦ Ability to maintain absolute confidentiality.
✦ Previous experience as a School Associate and/or Faculty Associate would be an asset but not required.

**Please forward your current resume and cover letter to karen_hansen@sfu.ca**

*Posting closes June 23, 2017.*

If you have any questions regarding this posting, please contact:
Karen Hansen, Program Manager at 778.782.4358 or karen_hansen@sfu.ca

*Simon Fraser University offers equal employment opportunities to qualified applicants. Preference is given to applicants eligible for employment in Canada at the time of application.*