

College of Education and Behavioral Science – Procedure Manual

Effective Date: 7/1/97

Procedure Number: 01 - 08

Section: Administration

Subject: **Administrative Job Descriptions - Director of Professional Education Programs**

Principal duties and responsibilities are to:

1. Place all teacher education candidates in field and teacher internship experiences in the public and private schools.
2. Maintain cooperative liaison between the university and the clinical supervisors to provide systematic development activities.
3. Coordinate university supervisors' internship placements and provide training for.
4. Teach one three-hour credit course to clinical supervisors each year.
5. Monitor and validate all teacher education candidates' applications for admission into the teacher education program.
6. Monitor and validate all applications for admission to teacher internship.
7. Develop and publish the annual *Teacher Education Preparation Programs Assessment by Exiting Interns* and distribute to the dean and various departments.
8. Monitor and report the workload of university student teacher supervisors according to the established 18:1 ratio.
9. Edit and update the *Teacher Education Handbook* as needed.
10. Serve as an ex officio member of the COPE.
11. Maintain all teacher education records for a period of five (5) years.
12. Prepare and administer the budget for professional education programs.