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# Example of Placement Coordinator Job Description

Our innovative and growing company is hiring for a placement coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for placement coordinator

* Responsible for the placement of all MAT and MAE candidates in clinical practice and fieldwork placements that ensure a diversity of settings that enable candidates to develop the knowledge, skills, and dispositions necessary to demonstrate positive impact on all P-12 students’ learning
* Collaborate with program directors to review all applications for clinical practice and fieldwork to ensure candidates have demonstrated all competencies at the require level to progress to clinical experiences
* Responsible for maintaining diversity in placement settings through the use of student data
* Seek to build deep partnerships with key school districts to discuss their human capital and instructional needs by meeting with key school personnel on a regular basis
* Participates in assessment and evaluation of clinical practice placement and sites
* Collaborate to ensure the selection of diverse clinical educators that meet state and/or national requirements to supervise and provide support for candidates during clinical practice experiences
* Ensure accessibility to information regarding clinical practice placements and assessment that occur related to clinical practices for candidates, faculty, and school district partners
* Work closely with the SOE administrative assistant responsible for MOU documentation by ensuring that each district with a fieldwork or clinical practice placement has a signed MOU prior to placing a candidate
* Work closely with the TaskStream Coordinator on the timely submission and uploading of placement data
* Develop and implement a strategic plan for the growing array of programs and services available to alumni and local educational professionals, including a budget and calendar of events

## Qualifications for placement coordinator

* Studying for an Business Management , IT, Geography or related business degree
* Studying for a Transport / Business Management degree or related business degree
* Studying for a business management / financial degree or related business degree
* Studying for a Business/Marketing related degree
* Studying for a Project Management degree or related business studies degree
* Studying a CIPS qualification desired but not essential