

JOB DESCRIPTION:	Clinical Placement Coordinator		
DEPARTMENT:	College of Education		
REPORT TO:	Director of Clinical Education		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#412150	DATE APPROVED:	13-APR-2023
		DATE MODIFIED:	17-DEC-2025

SUMMARY: The Clinical Placement Coordinator is essential in enhancing the educational experience of students in the College of Education by building and maintaining partnerships with clinical placement sites across New Mexico. This role facilitates student placements, ensuring efficient processes and compliance while enriching students' academic journeys through connections with advisors and mentors. By fostering strong relationships with clinical sites, the coordinator helps create mutually beneficial collaborations that support student recruitment and institutional integrity. Active participation in program evaluation and ongoing professional development ensures the coordinator contributes to the continuous improvement of clinical education, ultimately impacting the growth and success of future educators.

DUTIES:

1. Build and maintain mutually beneficial partnerships with clinical placement sites throughout New Mexico and surrounding areas.
2. Facilitate efficient placement of students in clinical placements.
3. Maintain records and documentation related to student placements and compliance with regulations.
4. Assist with student recruitment and application for College of Education programs and connect potential students with academic advisor and faculty mentor.
5. Develop memorandums of understanding (MOUs) and other agreements with clinical placement sites.
6. Assist with evaluation of clinical components of programs for the College of Education.
7. Assist with establishment, maintenance, and revision of Clinical Education procedures and data management systems.
8. Work with media/technology services departments to facilitate equipment used during student clinical placements.
9. Assist with accreditation activities, including data collection, reporting, and documentation.
10. Participate in the process of ongoing personal and professional development. Model professional standards and ethics in accordance with WNMU philosophy. Provide professional contributions within areas of expertise as appropriate.
11. Participate in departmental and College committees and special projects.
12. Perform other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's Degree required. Minimum of 3 years of experience working in a public PK-12 school required. Experience working in a PK-12 classroom preferred. Bilingual (Navajo or Spanish) preferred.
2. **Job Knowledge:** Knowledge of clinical education and placement coordination within higher education, including the complexities of teaching in rural and high-poverty school settings serving students with disabilities and culturally and linguistically diverse populations. Ability to build and maintain collaborative relationships with clinical placement sites, faculty, staff, and prospective and current students. Strong communication, interpersonal, and customer service skills, with the ability to represent the College of Education and WNMU professionally. Ability to adapt to instructional and operational needs while supporting program goals, accreditation requirements, and student success. Strong organizational skills, attention to detail, and ability to manage multiple priorities and deadlines. Commitment to collaboration, inclusion, ethical practice, and the mission and values of Western New Mexico University.
3. **Working Conditions/Physical Demands** –Position requires frequent travel and occasional evening availability to support clinical partnerships and recruitment activities. Normal office environment. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)