



JOB DESCRIPTION:	School District Liaison		
DEPARTMENT:	College of Education		
REPORT TO:	Director of Clinical Education		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	412150	DATE APPROVED:	07-AUG-2025
		DATE MODIFIED:	NEW

SUMMARY: Coordinates and supports clinical placements for College of Education students by building partnerships with placement sites, managing compliance documentation, and facilitating student assignments. Travels regularly to maintain site relationships, develop agreements, and assist with recruitment and program evaluation efforts.

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. Travel frequently throughout New Mexico to build and maintain relationships with clinical placement site personnel and to recruit potential students.
6. Exhibit strong communication skills to interact effectively with potential and current students, university faculty, and clinical placement site personnel.
7. Commit to collaboration, teamwork, and a culture of mutual respect and support among colleagues.
8. Develop memorandums of understanding (MOUs) and other agreements with clinical placement sites.
9. Assist with evaluation of clinical components of programs for the College of Education. Assist with establishment, maintenance, and revision of Clinical Education procedures and data management systems.
10. Work with media/technology services departments to facilitate equipment used during student clinical placements.
11. Assist with accreditation.
12. 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. Participate in departmental and College committees and special projects.
13. 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 and experience with multicultural populations. Knowledge and experience specific to the complexities of teaching in rural and high-poverty schools, including students with high-incidence disabilities and from culturally and linguistically diverse backgrounds. Ability to work collaboratively with clinical placement site personnel and potential students. Excellent communication and customer service skills. Ability to adapt to instructional needs of the College. Ability to handle multiple deadlines. Attention to detail. Sensitivity to cultural differences within the university and community. Fluent in Microsoft Office applications and database systems.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed and must be able to work after hours. 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)