Responsibilities of Clinical Experience Program Coordinators Vis-à-vis CTE

Clinical Experience Program Coordinator Responsibilities in Relationship to CTE:

- Participate in regularly scheduled CTE CEPC meetings.
- Inform faculty, university supervisors and cooperating personnel of current program developments and requirements pertaining to professional preparation.
- Work collaboratively with the Area of Specialization Committee chair, department head, and the appropriate college administrator to ensure that all professional, state, and institutional standards are implemented, monitored, and assessed according to CTE policy.
- Assure that all cooperating personnel and clinical sites meet CTE standards and any additional requirements of their program.
- Monitor candidates to assure that they meet the requirements of the CTE Common Assessment Plan and any additional requirements of their program.
- Assure that candidates are placed in diverse clinical settings and have opportunities to utilize technology for instruction.
  - Provide summary data for all site placements.
  - Maintain detailed tracking information regarding all placements for each candidate.
  - Submit annually site placement reports to CTE.
- Select, prepare, and monitor university supervisors to assure quality supervision.
  - Provide documentation on how quality supervision is assured.
  - Select university supervisors with the minimum CTE requirements.
  - Review and reflect upon the data in relationship to quality supervision.
- Communicate with public school personnel regarding specific placement information, expectations of cooperating personnel, assignments to be completed by the candidate, and criteria for candidate assessment.
- Complete and submit all required CTE forms and reports.
  - Monitor and clear candidates for clinical placements as stated in the Common Assessment Plans.
  - Electronically submit candidate time cards for student teaching.
  - Others as required.
- Provide CTE current clinical experiences enrollment data each semester.
- Recommend candidates for certification based on the assessment of their performance on all elements on the CTE Common Assessment Plan and any additional requirements of their program.

11/20/02 Approved by the Council on Teacher Education Executive Committee
07/16/03 Revised by the Council on Teacher Education Executive Committee
10/19/05 Revised by the Council on Teacher Education Executive Committee