



Instructional Faculty Coordinator of Clinical Placements Clinical Placement and Licensure

Recruitment #: F2501 [\[Internal Opening\]](#)
Review Date: Review begins immediately | Open until filled
Department: Clinical Practice and Licensure
Salary Rate: \$40,005 - \$50,000 commensurate with experience and qualifications [\[CBA\]](#)

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 41% of undergraduates being students of color.

Position Summary:

The Coordinator of Clinical Placements position supports the Office of Clinical Practice and Licensure by serving as a direct liaison to partner school, district, and agency contacts. This position coordinates clinical placements for student teachers, practica, and associated experiences in preK-12 settings. Responsibilities extend to all aspects of arranging, facilitating, coordinating, and evaluating placements, including arranging any necessary compensation, trouble-shooting problem situations, and generally seeking to enhance the quality of clinical partnerships, practices, and experiences. This is faculty work, as intimate understanding of program curriculum and the developmental arc of an educator is essential to discuss roles and responsibilities during practica and internships. The Coordinator of Clinical Placements serves all educator licensure programs including, but not limited to, the undergraduate education program, the Master of Arts in Teaching program, the Special Education program, the Early Interventionist program and placements in ESOL, Reading, and the Principal program.

The position primarily requires on-campus in-person service but may include occasional travel to partner sites and remote work. The Office of Clinical Practice and Licensure supports the division of Education and Leadership in delivering several preliminary licensure educator programs that require clinical, student teaching placements in partner school districts, education service districts (ESDs), and other appropriate settings. This position is full-time 1.0 FTE for the academic year (mid-September through mid-June) and 1.0 FTE for the equivalent of six weeks in the summer, with a full-time schedule through the end of June and all of September, with an approximately half-time schedule in August and minimal hours in July. The applicant must hold or be eligible to hold a preliminary Oregon educator license. We encourage applications for individuals from diverse backgrounds to apply. An excellent benefits package is included.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Start Date: As soon as possible

Required Qualifications:

- An earned master's degree in education or a related field;
- Experience in preK-12 schools in some capacity, such as student teaching, substituting, and/or teaching;
- Ability to manage large, multi-faceted projects;
- Strong, professional written and verbal communication;
- Evidence of commitment to multicultural education, social justice, and working collaboratively with individuals from diverse backgrounds.

Responsibilities:

- Position supports the Office of Clinical Practice and Licensure by serving as a direct liaison to partner school, district, and agency contacts;
- Position coordinates clinical placements for student teachers, practica, and associated experiences in preK-12 settings;
- Responsibilities extend to all aspects of arranging, facilitating, coordinating, and evaluating placements including arranging any necessary compensation, trouble-shooting problem situations, and generally seeking to enhance the quality of clinical partnerships, practices, and experiences;
- Maintain catalog of up-to-date memorandums of understanding with school districts and partners to facilitate placements.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
3. Resume/vitae
4. Unofficial copy of transcripts showing the highest degree earned
5. Prior to the interview, applicants must provide:
 - Contact information for a minimum of three professional references
 - Three current letters of recommendation

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Disability Services (ODS) at 503-838-8250 or ods@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.