



POSITION DESCRIPTION

POSITION INFORMATION		
Position Title		Today's Date
Director of Clinical Practices and Licensure		8/26/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)	
Unclassified or Faculty release	12 months (staff) or 9 months + summer WLU (faculty)	
Normal Position Work Dates	FLSA	
07/01 - 06/30	Exempt	
FTE (1.0 is Full-Time)	Classification Title (Classified Only)	
0.499		
Department/Division	Work Location	
College of Education	Monmouth Campus	
Reports to	Position Number	
Dean of the College of Education	E98113	
Incumbent	Reports to Position Number	
	E99863	

SUMMARY
Please provide brief summary of the position.
<p>This is an exciting opportunity to join a vibrant leadership team in the College of Education at Western Oregon University (WOU). The Director of Clinical Practices and Licensure (CPL) will collaborate, listen, and lead this critically important part of WOU's educator preparation work which is focused on all aspects of the student clinical experience.</p> <p>In collaboration with the entire COE educator preparation team and our external partners, the Director of CPL leads the work to support high quality and successful student experiences during the final phases of clinical preparation. This position works closely with external partners (e.g., districts/ESDs, site administrators, mentor teachers), as well as internal partners (e.g., WOU faculty, university supervisors, staff) to ensure high quality student support and achievement as well as excellence in program administration. This position requires strong skills in organization, collaboration, relationality, communication, personnel management, and program administration.</p> <p>The Director of CPL ensures high quality student experiences through partnering closely with internal and external constituents; leading with responsiveness, student-centeredness, and listening; and demonstrating an orientation to the work that advances Diversity, Equity, Inclusion, and Belonging for all involved. The position requires a willingness to learn and stay current on Oregon licensure rules, including collaborating to ensure these rules are reflected in curricula, program structure, and practice. This position also serves as the primary responder to inquiries from within the university and the community regarding this area of responsibility.</p> <p>This position is a part-time, 12-month staff position. However, we also welcome applications from existing full-time faculty members, who would receive 12 workload units (WLUs) towards their instructional workload during the regular academic year and 6 WLUs during summer term for their work in this position.</p>

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the

university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of “% of Time” equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
45%	<p>Clinical Experience for Educator Preparation</p> <ul style="list-style-type: none"> • Serves as the district & school liaison for items surrounding clinical experiences for educator preparation, including with field placement issues and communication • Leads all work involving university supervisors and mentor teachers • Responsible for timely and complete communication of requirements to educator candidates, clinical teachers, and supervisors • Collaborates with support staff (e.g., regarding data, records, registration tracking) • Provides daily oversight of supervisors, including in the areas of onboarding, growth, and development. This includes serving as a resource for supervisors with questions, leading orientations, and planning and delivering professional trainings/development • Leads student support sessions, counseling, and meetings and, where needed, the creation of structured plans of support • Collaborates with the placement coordinator, including in the assignment of supervisors • Leads information sessions/orientations for licensure programs at all ‘checkpoints’ for accreditation: pre-application, at acceptance, before/at beginning of each term of clinical practice, at completion to overview licensure application • Develops and maintains the currency of materials for clinical placements, including but not limited to syllabi; presentation materials; Canvas shells (content and reminders); pre-term letters (to schools, candidates, and clinical teachers); beginning of term overview letters and expectations; forms regarding evaluation, observation, and assessment; and check-in reminders throughout the term • Contributes to positive relationships with district partners and other stakeholders 	Essential
20%	<p>Coordination of Teacher Performance Assessment (TPA)</p> <ul style="list-style-type: none"> • Coordinates and organizes the TPA work. This includes: <ul style="list-style-type: none"> ○ Acting as point person for student and scorer questions ○ Responsibility for revision of TPA training materials ○ Securing and training student and faculty scorers ○ Facilitating and tracking student TPA scoring and rescoring 	Essential
15%	<p>Licensure Support</p> <ul style="list-style-type: none"> • Is knowledgeable about and remains current on state law (ORS, OARs) and policies regarding educator licensure requirements 	Essential

	<ul style="list-style-type: none"> • Maintains fidelity for licensure requirements and the database with support from staff, including Civil Rights paperwork, insurance, fingerprinting, and all required program completion items such as observations, assessments, etc. • Attends TSPC meetings related to licensure • In collaboration with dean, reports about TSPC changes and collaborates on specific TSPC-related programmatic adjustments with program coordinators • Meets with and helps to inform students or practicing teachers who have interest in or questions about licenses, including how to transfer a license from out of state, add an endorsement or specialization to a license, or earn a preliminary license. Can clearly articulate the requirements for licensure in Oregon. 	
15%	Additional Program/student Assessment <ul style="list-style-type: none"> • Submits all grades for clinical practice in all programs • Collaborates with staff who oversee student licensure submission and Program Completion Report (PCR) paperwork • Ensures accurate recordkeeping of student performance in clinical experiences • Responsible for the multiple measures evaluations and tracking • Assists with reports which involve clinical practice and/or its components 	Essential
5%	Other Duties as Assigned	Essential

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities is below.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Master's degree OR Doctoral degree or equivalent (Ph.D., J.D., Ed.D.) or other terminal degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If highest degree completed is Master's level, must also have three (3) or more years of administrative or leadership experience involving teachers, curriculum, and/or student success.
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED QUALIFICATIONS
<ul style="list-style-type: none"> • Oregon Teaching License or equivalent license in WA or CA • Three (3) or more years of administrative or leadership experience involving teachers, curriculum, and/or student success, with a preference for experiences that involved the development of educators or leadership in K-12 settings • Successful experience in K-12 teaching • Evidence of leadership skill to support team development through the use of listening, discernment, and collaboration; resulting in growth in others and/or in programs

- Demonstrated support of educators that made substantive impact during challenging situations
- Evidence of responsive interpersonal skills and the ability to contribute to a collaborative, transparent, and equitable culture of work.
- Strong record of student support, including demonstrated meaningful systemic changes resulting from this work
- A record that shows a meaningful commitment to, and demonstrated/specific accomplishments in, social justice, equity, and inclusive practices
- Superior detail and communication skills; clarity in written and oral presentation.
- Knowledge of current quality practices surrounding educator preparation

PREFERRED QUALIFICATIONS

- Record of experience with leadership in work involving educator preparation or development
- Record of experience with Oregon licensure requirements
- Familiarity with edTPA or other teacher performance assessments
- Familiarity with assessment and accreditation
- Evidence of attention to issues of governance in a complex organization
- Demonstrated experience with curriculum development/review

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input checked="" type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head	<input checked="" type="checkbox"/>

	approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If Level 3 or above is selected, please list direct reports:		
Job Title (i.e. "Student Employee", "Office Specialist 1")		Number of Employees Supervised with this Job Title
LEAD: University supervisors		Varies by enrollment

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources Forms Page .	
Scope of Decisions Made:	Authority - Unit
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Independent Work, Results Defined
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Administration/Oversight
Operating Budget (\$):	\$ 34,000 + personnel costs for clinical supervisors
Grant Funding (\$):	\$ 0
Number of Grants:	
Foundation Funding (\$):	\$ 0
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$ 0

WORKING CONDITIONS		
Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
	<input checked="" type="checkbox"/> Walking	<input type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

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. Reference checks will be conducted.

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 require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date

HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFAC <input type="checkbox"/> Electronically Filed			
NOTES:			