Saint Michael's College
Job Description

Job Title: Licensing Coordinator

Department: Education

Supervisor or Manager: Anne Judson, Graduate Education Director

Date Created: 06/30/2011  Last Revised: 06/30/2011  FLSA Status: E

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Become primary contact between SMC Ed. Department and State Department of Education
- Assure that all upcoming student teachers are placed appropriately within the school system
- Maintain database of current and upcoming student teachers
- Maintain a working knowledge all upcoming education and teaching policies within the state system

Essential Duties and Responsibilities:
- Advising students in special education programs
- Vet all teaching licensure inquiries
- Place undergraduate and graduate student teachers (approx 120/yr)
- Provide communication between SMC and the State Department of Education
- Advise all special education licensure and M.Ed. students and elementary and middle licensure students
- Teach 6 credits worth of college courses per year

Secondary Responsibilities:
- None

Positions Supervised:
- Student teaching supervisors (20)
- Adjuncts (15)

Major Contacts:
- Internal
  - SMC Undergraduate and Graduate Education Departments
  - MATESL staff members that are involved in CREATE
- External
  - State Department of education Licensing Coordinator
  - K-12 school principals and teachers

Demonstrates Excellence:

Education and Work Experience:
- Advanced degree in Education/Special Education
- Experience in teaching in K-12 environment
- Related experiences that required excellent organizational and communication skills

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Analytic Skills:
• The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation is required.

Language and Literacy Skills:
• Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills:

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Other (please specify):

Licenses, Certifications and Other Requirements:
• Vermont Teaching License

Physical Demands:
• Employee must be able to work in both office and classroom settings, which will require constant transition between spaces
• While performing duties as a Licensing Coordinator, the employee is occasionally required to lift and/or move up to 10 pounds.

Additional Requirements for the Job:
• None

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.