

NIAGARA UNIVERSITY
JOB DESCRIPTION`

NAME: Vacant
DATE: March 2022
JOB TITLE: School Psychology Field Placement Coordinator
FLSA STATUS: EXEMPT
JOB-STATUS: REGULAR PART TIME
JOB CLASS: ADMIN2
WORK LOCATION:
TITLE OF IMMEDIATE SUPERVISOR: Dr. Chandra Foote
DEPARTMENT: Counseling and Applied Psychology
SECTOR College of Education

JOB SUMMARY:

1. Identification and establishment of appropriate school district placements for school psychology candidates, including activities to cultivate and maintain relationships with new and existing candidate supervisors and district personnel.
2. Maintenance of all contracts for clinical placements within the School Psychology program. Each contract involves one to one and a half hour meetings to facilitate a thorough understanding of the relevant discipline's certification and programs requirements, as well as contractual agreement to provide such.
3. Maintenance of the electronic candidate evaluation platform used by the university and field sites to facilitate the paperless evaluation of candidate performance. This function includes the input of sites into the platform, release of evaluations, and review of candidate performance feedback.
4. Introduction of the clinical process in first-year courses to explain the field placement process, expectations, and responsibilities.
5. Conduct on-site or remote evaluation conferences with candidates and supervisors, as mandated by accreditors, at the end of each semester.
6. Develop and monitor candidate remediation plans stemming from field placement feedback indicating a need for candidate improvement.
7. Track submission of candidate field logs and related timesheets via the university's online platform to ensure consistency with accreditation and program requirements.
8. Regularly disseminate candidate performance feedback and other information related to candidate field performance to program faculty.
9. Collaborate with faculty, candidates, and supervisors in matters of conflict resolution as needed.
10. Participate in program and department meetings as needed.

11. Support recruitment of new program candidates by developing and conducting school psychology recruitment presentations, in conjunction with the clinical mental health counseling/school counseling field placement coordinator, at local undergraduate institutions and on campus.
12. Engage in additional training as needed with field placement platform technology.
13. Support ongoing program accreditation and program evaluation efforts by assembling and analyzing field placement data as needed.

GENERAL DESCRIPTION:

% of Time

50% Outside collaboration with field placement sites regarding contracts, candidate performance, recruitment sources, etc.

20% In-house collaboration with faculty, candidates, and committees.

30% Management of required documentation and data platforms.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the School Psychology profession.
- Ability to master data platform technologies.
- Strong interpersonal communication and problem-solving skills.

QUALIFICATION STANDARDS:

Master's degree

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.

Employee Signature

Date

Supervisor Signature

Date

Revised: March 2022