

<b>JOB TITLE:</b>	<b>Field Placement Officer-Education</b>
<b>TYPE OF VACANCY:</b>	<b>Contractual Staff</b>
<b>DEPARTMENT:</b>	<b>Social &amp; Educational Officer</b>
<b>REPORTS TO:</b>	<b>Chair, School of Education</b>
<p><b>POSITION SUMMARY:</b></p> <p>Candidates are being sought to fill the position of Field Placement Officer, in the School of Education. Applicants should demonstrate the ability to work along with a dynamic team of highly qualified educators, researchers, and practitioners and will work closely with Ministry of Education officials and our private school partners to prepare teachers to meet the needs of the sector.</p>	
<p>Reporting to the Chair, or Dean the <b>Field Placement Officer</b> will be responsible for:</p> <ul style="list-style-type: none"> <li>• Working in conjunction with faculty to coordinate, track and project internships and field placements;</li> <li>• Communicating with school partners and education majors regarding the expectations for field experience and teaching practice;</li> <li>• Overseeing the collection of relevant information from Education majors, and processing applications for field placements and attachments;</li> <li>• Securing school placements; creating and maintaining teaching practice and field placement databases;</li> <li>• Assisting the Chair, Education with the recruitment, appointment, and training of teaching practice supervisors;</li> <li>• Organizing and chairs all Pre, Mid and Final teaching practice meetings in conjunction with the Chair of Education (New Providence) and assists Family Island coordinators, including UB-North, in organizing parallel sessions;</li> <li>• Establishing office policies, procedures and documentation protocols;</li> <li>• Compiling and reporting relevant research data that will be used to inform and improve field school placements and attachments, final teaching practice exercises and courses leading to these experiences;</li> <li>• Establishing and maintains relationships with public and private sector employers, schools, and professional associations to support placement initiatives;</li> <li>• Liaising with supervisors, public and private school/organization partners to coordinate the placement of student-teachers;</li> <li>• Attending and participating in monthly school meetings by invitation of the Chair of Education;</li> <li>• Monitoring student-teacher field experiences and final capstone courses at field sites;</li> <li>• Reporting to the Chair of Education on a regular basis regarding matters pertaining to field placements and attachments;</li> <li>• Managing clerical staff associated with the placement of student-teachers in New Providence and liaises with faculty/staff coordinating at various sites throughout the</li> </ul>	

Family Islands, including UB-North, to ensure completeness of files and that quality assurance standards are observed;

- Exploring various technologies and software systems that will improve services related to field placement and makes recommendations for implementation and enhancements, including maintaining records and improving internal and external communication, tracking of students and graduates;
- Working closely with the Chair, Heads of Department, and Coordinators within Education as well as across other academic units to ensure proper tracking and projections of course needs and requirements of student-teachers for greater efficiency of the field placement process, and;
- Demonstrating visionary leadership by assisting in efforts to promote the University's objective of "fostering national, regional and international development" through the exploration of opportunities for field experiences and linkages locally and abroad;
- Performing duties as assigned by the Chair.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Strong analytical skills with a sound knowledge of data systems;
- Excellent organizational skills and keen attention to detail with high level of attention to accuracy and completeness;
- Ability to interact with individuals at all levels of the organization, including senior executives, mid-managers, faculty, colleagues and students in a warm and professional manner;
- Excellent team player and problem solver; self-starter;
- Outstanding written and oral communication skills;
- Demonstrated discretion and judgment when dealing with confidential and sensitive information;
- Proven office administration and customer service skills required;
- The ideal candidate has an understanding of diplomacy, confidentiality and has high effective emotional intelligence, demonstrated agility, enthusiasm for administrative work and willingness to go the extra mile.

**QUALIFICATIONS:**

- Applicants must have an earned Master's Degree in Education or related field with teacher certification, and at least 5 years of teaching experience or the equivalent;
- Experience in administration or human resources management will be an asset;
- Collegiality and a healthy respect for working with public, private and independent school administrations and their environs are desirable;
- Experience building partnerships with external constituencies, including community colleges and corporate partners;
- Outstanding communication skills, with ability to communicate with both internal and external constituencies.

**EMAIL SUBMISSION:**

**Interested candidates should send the following via email:**

- A Cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Up-to-date curriculum vitae/resume
- Three (3) names of or three (3) written professional references
- Evidence of educational accomplishments

**Incomplete application packages will not be considered**

**Emailing Address:**

Email : [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

Attention: AVP, Human Resources

Subject: **Field Placement Officer -Education**

**SALARY SCALE:**

**Contractual**

**REPORTS TO:**

**Chair, School of Education**

**APPLICATION END DATE:**

**Until filled**

**DATE PUBLISHED:**

**20<sup>th</sup> April 2023**

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Field Placement Officer.*