

JOB DESCRIPTION/ANNOUNCEMENT

Position Title: Director of Field Education
Barry University School of Social Work

Salary Range: Competitive and commensurate with experience; excellent benefit package

Expected State Date: July 1, 2012

This position provides administrative oversight to the Field Education and participates in the overall design and development of the school's social work curriculum and implementation of school and community based programs. Position must produce complex reports, maintain program data, teach assigned courses, and provide supervision to Assistant Directors of Field Education, Administrative Assistant III, and assigned adjunct instructors.

This is an administrative position-annual appointment; non-tenure track

It is expected that position incumbent will:

Provide administrative and curriculum oversight of Field Education

Assist in the design, development and implementation of assessment plan, including observation of student competencies, field education evaluations, and other best practice assessment tools; continuously research the literature to ensure best practices are applied in all aspects of field education.

Prepare and submit annual program goals and outcomes; reports on the achievement of goals and outcomes; participates in the formulation and school program goals and outcomes.

Establish and maintain agency placement criteria and ensures agencies provide appropriate learning experience for students.

Oversee/monitor student field placement performance; ensures timely and appropriateness of student placements, and assigns student grades in Field Education courses.

Coordinate all core performance and corrective action plan reviews and make recommendation concerning the matriculation status of students in field education; provide consultations; conducts training on the use and application of core performance standards as needed.

Oversee/monitor the performance of field placement agencies; reviews all affiliation agreements; coordinates the renewal of such agreements and all recertifications; makes

periodic site visits to field placement agencies, including Palm Beach/Treasure Coast, Fort Myers, other off site locations and Broward county, throughout the academic year. Meet with agency CEO's and other appropriate agency personnel to strengthen partnerships and help in the design of best practice learning experiences for students.

Provide administrative oversight of all background screening; ensure compliance to procedures; review and make recommendations, as needed, for placement; ensure the establishment, monitoring and confidential maintenance of background screening records.

Develop field placement agency sites for BSW and MSW students; ensures appropriate levels of practice experiences are aligned with the matriculation level of students.

Recruit, recommend for hiring, and supervises field advisors and provides consultation to field educators and advisors. Supervises and evaluates assigned employees

Develop and implement field related policies in collaboration with faculty and the associate dean; actively participate in the design of school curriculum and the development of academic policies.

Oversee the implementation and quality of field orientations for students, agencies, field advisors, and new field educators; Develop, facilitate, and evaluate training programs for field educators and advisors

Work closely with other program directors and faculty in coordinating academic and field advising.

Maintain current data regarding the status of students in field placement; ensure the consistent monitoring of all electronic records of students in field education to ensure compliance with procedures and recording standards.

Review and present to the Curriculum Committee field related. Analyze all outcome assessment data and make recommendations as needed

Oversee the timely and accurate preparation and updating of field educational manuals, forms, and administrative procedures; submit changes as required to the university catalog and student handbooks.

Participate in scholarly presentations, research, and publications related to field education and social work practice

Contribute and input required information for the ongoing updating of the academic calendar.; prepare and submit budget for field events and activities.

Teach practice courses and field seminars according to workload assignments

Assist in the development and implementation of school-based and community-based programs; write grants to support student learning initiatives

Review all student service satisfaction surveys and report findings to faculty

Serve as a member of the School's Administrative Council, Curriculum Committee, and other designated committees

The position reports to the Associate Dean and is required to work in collaboration with faculty. The performance by position incumbent is evaluated by the achievement of annual goals, the results of satisfaction survey, and the extent to which each job function is completed with quality.

This position furthers the mission of the institution by ensuring students receive quality student learning experiences; affecting positive change in vulnerable communities; practicing in a manner that supports social justice, respects human diversity, and promotes life long learning. This position is expected to help shape and maintain excellence in education.

Skills and Job Specifications

Advanced verbal and written communication skills

Advanced interpersonal and leadership skills, with the ability to effectively interact with other departments, faculty, and employees of all levels

Advanced knowledge of social work practice; Teaching experience in social work or higher education

Intermediate knowledge of grant writing

Ability to demonstrate sound judgment and initiative in solving problems

Well developed organizational skills; ability to work independently, manage and prioritize multiple tasks

Proficient in Microsoft Office

Experience and Educational Requirements

Master degree in Social Work and a PhD in Social Work or a related field

3+ years work experience in an educational institution or related setting

Application Deadline: Applications will be accepted until position has been filled.

Required application documents: Letter describing qualifications, accomplishments, and professional experiences related to the position; current curriculum vitae; and the name, address, phone numbers, and e-mail address of three references. **Send all inquiries and documents to cjohnson@mail.barry.edu.**

