

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Field Experience Coordinator/First Year BEd Advisor
<b>DEPARTMENT</b>	Education
<b>CATEGORY</b>	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
<b>REMUNERATION SCALE</b>	IC3
<b>REPORTS TO</b>	Associate Dean - Education
<b>LAST REVISED</b>	May 14, 2025

### **POSITION SUMMARY**

The Field Experience Coordinator and First-Year BEd Advisor is a multi-faceted role responsible for overseeing field placements, ensuring compliance with certification requirements, and advising first-year Bachelor of Education (BEd) students. This position requires strong organizational skills, attention to detail, and effective communication with BEd candidates, faculty, and external stakeholders.

### **ESSENTIAL JOB FUNCTIONS**

- Initiate and manage BEd candidates' placements for Practicum (student teaching) and Field Experience (classroom involvement).
- Coordinate placements with K-12 schools, ensuring timely arrangements and appropriate placements.
- Maintain and track documentation such as Vulnerable Sector checks, Practicum applications, and Field Experience forms.
- Prepare and distribute relevant information to Practicum candidates, Mentor Teachers, and school principals.
- Address inquiries from all parties and support students throughout their field experiences.
- Collect and analyze feedback and data for program improvements.
- Work closely with the Associate Dean in preparing for the Teacher Preparation Council, Advisory Committee Meetings
- Track and update Individualized Development Plans (IDP) through comprehensive audits for each BEd candidate, ensuring alignment with graduation and certification requirements for Alberta Education and SDACC.
- Prepare materials for Dean's Recommendation for Alberta Certification
- Manage the BEd Admission process, including review of applications, Letters of Recommendation, and unofficial transcripts.
- Work with the Associate Dean and faculty to ensure accuracy of records

- Collaborate with the Registrar to ensure course availability, to ensure that students complete their programs in the specified times as outlined in the Academic Calendar and the BEd Handbook.
- Support BEd candidates by providing guidance on certification queries and Alberta Teacher Certification requirements.
- Assist in preparing materials for Alberta Certification and attend relevant certification meetings.
- Advise incoming BEd students, assisting with course selection and ensuring all admission requirements are met.
- Develop initial Individualized Development Plans for first-year students.
- Ensure that the information in the Academic Calendar and BEd Handbook accurately reflects current practice and policy.
- Monitor progress and facilitate transition to BEd advisors after the completion of 30 credits.

## **JOB STANDARDS AND REQUIREMENTS**

### **EDUCATION/TRAINING**

- Bachelor's degree in Education or a related field.

### **EXPERIENCE**

- Minimum of 3–5 years of experience in the K-12 Alberta school environment preferred, or experience working in a post-secondary setting.

### **SKILLS**

- Proficiency in Microsoft Office Suite.
- Strong organizational and communication skills.
- Ability to handle confidential student information with discretion.
- Detail-oriented with a focus on accurate record-keeping and program tracking.
- Strong knowledge of Alberta Education teacher certification requirements and field placement standards.
- Demonstrated ability to advise and support diverse student populations with empathy, discretion, and professionalism.
- Strong understanding of teacher education pathways and provincial certification frameworks
- Ability to work both independently and collaboratively within a team environment.

### **PERSONAL**

- Professional, responsive, and positive work attitude
- Manual dexterity is required to use the desktop computer and peripherals
- A commitment to student development in accordance with the institution's mission and values.

- An active member of the Seventh-day Adventist Church and passionate about Adventist Education

This position plays a critical role in ensuring the success of BEd candidates, from their initial application to certification, while managing field experiences and providing guidance to first-year students. Confidentiality is key in this position; The Field Experience Coordinator/First Year BEd Advisor is responsible for protecting candidate information and files.