



Position: Practicum Coordinator and Education Facilitator

Department: Education

Status: Full-Time, 1.0 Full-Time Equivalent (FTE), Permanent

Reports To: Chair(s) of Education

POSITION SUMMARY

The Practicum Coordinator and Education Facilitator supports the Chair(s) of Education in the planning, coordination, and evaluation of practicum experiences for teacher candidates. This position is responsible for building and maintaining relationships with school divisions, schools, administrators, and Mentor Teachers, supporting students throughout the placement matching process. Serving as a faculty liaison by teaching practicum seminars, this role builds and supports cohorts of teacher candidates and provides training for Mentor Teachers.

KEY AREAS OF RESPONSIBILITY

School Partnerships

- Build and maintain relationships with potential school divisions and school partners.
- Collaborate with the Chair(s) to evaluate Mentor Teacher applications.
- Vet schools and Mentor Teachers to ensure appropriate learning environments and opportunities.
- Prepare and facilitate information sessions for interested administrators and teachers.
- Gather and maintain information about partner schools and divisions and create School files.
- Coordinate and negotiate support for teacher candidates relocating to rural and remote placements.

Mentor Teacher Support

- Facilitate training for Mentor Teachers focused on co-teaching strategies and relationship development.
- Collaborate with administrators to foster Mentor Teachers cohorts and provide ongoing support.
- Conduct site visits to observe and evaluate co-teaching practices, offering mentorship and support.
- Lead debrief sessions (in-person and online) with Mentor Teachers to encourage ongoing professional reflection and assess training effectiveness.
- Stay current with research and best practices in experiential learning, focusing on co-teaching in teacher education.

Practicum Education for Students in Placement

- Prepare co-teaching materials and orientation sessions for teacher candidates prior to placements.
- Coordinate with Ens Centre for Career and Vocation on relevant workshops, career advising, and career events.
- Monitor and review student applications for Practicum placements and Mentor Teacher applications, while assessing suitability.
- Support the placement matching process and follow up with assigned cohorts.
- Facilitate weekly seminar sessions during placement blocks to guide reflection, connect in-class and field learning, and strengthen peer support within cohorts.
- Collaborate with Mentor Teachers and Chair(s) of Education to resolve challenges that arise during placements.

Program Evaluation and Management

- Draft reports on the co-teaching model to identify areas of program development and improvement.
- Collect and analyze feedback from Mentor Teachers and teacher candidates to create an iterative process of evaluation and continuous improvement.
- Assist with preparing reports and materials for ongoing program development and evaluation.
- Assist the Chair(s) of Education in the preparation and administration of the Advisory Committee.

Other Duties

This position may include evolving responsibilities, given the changing needs of the Education program over time. This position will take on teaching a minimum of two (2) Practicum seminar courses for teacher candidates' first, second, and third placements, considered as within the 1.0 FTE; additional teaching support may be required on occasion for the fourth placement.

WORKING CONDITIONS

The Practicum Education Facilitator position works in a fast-paced, collaborative office and academic environment. This role involves frequent communication with internal and external stakeholders, and periodic travel to partner schools, including those in rural and remote areas. Flexibility to attend occasional evening or weekend meetings may be required.

QUALIFICATIONS

- A commitment to the Christian faith, the church, and the mission of CMU.
- A degree in Education with a Master's in Education preferred. Must possess a Manitoba teaching license or demonstrate eligibility for licensure. A focus on program development and evaluation preferred.
- A minimum of five (5) years of experience in Education or related field of practice, including experience teaching in the K-12 school system.
- Experience working in partnership with Indigenous education initiatives.
- Post-secondary teaching experience; experience providing professional development and/or coaching for peers preferred.
- Sound oral and written communication skills.
- Strong project management and administrative skills with networking experience.
- Ability to organize detailed information and complete work to meet deadlines.
- Ability to work both independently and in coordination with the Chair(s) of the Education Program and other faculty and staff.
- Proficient in use of software packages including word processing, spreadsheets and databases.
- Demonstrated capacity to evaluate personal work and existing systems and identify areas for improvement.

WHAT WE OFFER

- Extended Health, Dental, & Vision Benefits
- Employer Matching Defined-Contribution Pension Plan
- Comprehensive Paid Time Off
- Tuition Scholarship Benefit Program for eligible employees and dependents
- Employee and Family Assistance Program
- Free Meal Program
- Free Onsite Parking

HOW TO APPLY

We want to learn more about you! Please submit your cover letter and curriculum vitae to humanresources@cmu.ca. We appreciate all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: Open until filled.

Canadian Mennonite University is committed to employment equity while ensuring our recruitment process is barrier free. Applications are encouraged from members of equity-seeking communities including women, Indigenous people, racialized people, people with disabilities, and people of all sexual orientations and genders.

If there are ways we can make this process more accessible for you, please let us know. You can contact us confidentially at humanresources@cmu.ca to discuss accommodations at any stage of the hiring process.