

Job Summary:

The job of Intern Program Coordinator/Recruiter is done for the purpose/s of recruiting, assisting in the coordination of, and supporting the admissions and student service requirements of the IMPACT Intern Program and other special projects related to the recruitment and support of novice teachers under the direction of the Director of the Intern Program, and providing administrative support where appropriate including, but not limited to, record keeping, report writing, teaching and community relations.

Essential Functions:

- < Analyzes Professional Induction Portfolios for the purpose of determining their match with the IMPACT Intern Program.
- < Assists the Director with analysis of transcripts for the purpose of determining participant eligibility and requirements.
- < Assists the Director with designing/conducting program evaluation for the purpose of improving program design, adhering to program standards, and fulfilling state requirements.
- < Assists the Director with the development and implementation of all Intern components of the state requirements of the Standards of Quality and Effectiveness for a Professional Teacher Intern Program for the purpose of state credentialing of the IMPACT Intern Program.
- < Attends local, regional and state meetings and conferences for the purpose of maintaining up-to-date knowledge of program requirements.
- < Collaborates with programs, IHE's, and other stakeholders for the purpose of developing alternative resources, generating alternative methods for program improvement, and maintaining relationships between all stakeholders.
- < Communicates with participants, districts, regional and state liaisons for the purpose of maintaining a clear understanding of program requirements and state policies.
- < Communicates with participating teachers, sites, and distri