

Clark Atlanta University Job Description

Position Title:	Coordinator of Candidate Success and Clinical Engagement
Employee:	
Department:	Placements and Partnerships
Reports To:	Assistant Dean of Clinical Placements and P20 Partnerships

The following 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 personnel so classified.

General Function (Description):

The Coordinator of Candidate Success and Clinical Engagement provide strategic leadership for candidate support, clinical practice, field experiences, and partner engagement within the School of Education. This position oversees the planning, coordination, implementation, and evaluation of clinical experiences while supporting candidates throughout their academic and professional preparation. The coordinator works collaboratively with P-12 schools, community agencies, and educational organizations to ensure high-quality field placements, strong clinical partnerships, and successful candidate progression toward program completion, certification, and career readiness. This position is funded by Title III, a federal grant from the U.S. Department of Education. Continued employment is contingent upon the availability of grant funding. The selected candidate must allocate 100% of their time and effort to work that directly supports Title III program objectives.

Examples of Duties and Responsibilities:

Candidate Success and Retention

- Develop and implement candidate success initiatives that support recruitment, retention, persistence, and program completion.
- Coordinate student support services and intervention strategies for candidates experiencing academic, professional, or clinical challenges.
- Monitor candidate progression and eligibility for clinical experiences.
- Collaborate with faculty and staff to identify and support at-risk candidates.
- Coordinate professional development activities, career readiness workshops, and certification preparation sessions.
- Support candidates in navigating program requirements, licensure expectations, and transition points throughout their preparation.

Clinical Experiences and Field Placement

- Manage placement clearance processes including background checks, fingerprinting, conduct reviews, and required documentation.
- Supervise and support university supervisors, clinical mentors, and other personnel involved in field-based experiences.
- Monitor the quality and effectiveness of clinical placements and recommend improvements as needed.

Partnerships and Community Engagement

- Assist in maintaining partnerships with P-12 schools, districts, agencies, and educational organizations.
- Support collaborative initiatives that strengthen clinical preparation, candidate development, and partner satisfaction.

Accreditation and Compliance

- Support accreditation and program approval efforts related to clinical practice, candidate support, and partnerships.
- Work with the Data and Technology Specialist to collect, maintain, and analyze clinical experience and partnership data.
- Prepare reports related to candidate progression, field placement outcomes, and partnership effectiveness.
- Assist with continuous improvement initiatives and annual reporting requirements.

•Contribute to documentation and evidence collection for accreditation, state review, and internal assessment processes.

Knowledge, Skills and Abilities

Knowledge of GaPSC, CAEP, and educator preparation requirements.
Strong communication, organizational, and partnership-building skills.

Preferred Qualifications

Experience managing clinical experiences and candidate support initiatives in higher education
Experience supervising personnel and managing complex projects
Knowledge of educator certification processes
Experience working with school district partners, mentor teachers, and university supervisors

Minimum Hiring Standards:

Education	Master's degree in education or related field required.
Years of Experience Required	Minimum of three years of experience in educator preparation, educational leadership, student success, clinical placement administration, or related higher education experience.
Years of Management/Supervisor Experience	N/A