



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Director, Practice Education and Practicum Activities
Department:	Whitney M. Young, Jr., School of Social Work
Reports To:	Dr. Jenny Jones, Dean

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Whitney M. Young, Jr. School of Social Work's mission is to prepare social work professionals, practitioners, and leaders with the knowledge, skills, and abilities to address culturally diverse human and social issues locally, nationally, and globally.

Examples of Duties and Responsibilities:

Administration and Outreach

- Administrative responsibility for the Practice Education Office.
- Responsible for hiring and training practicum liaisons and instructors.
- Supervise the placements of students.
- Annual evaluation of Practice Team Staff.
- Assume responsibility for students' final practicum grades.
- Participate in policy and procedure development and ensure consistent application for MSW and BSW programs.
- Responsible for developing distance education practice experiences.

Practice Education Coordination

- Facilitate practicum education team meetings and provides overall coordination of all practicum team efforts.
- Develop and implement effective placement procedures for all students, including identifying learning needs and eliciting faculty input.
- Assure that practicum education policies and standards meet CSWE accreditation standards.
- Develops/revises practicum policies and procedures as needed, seeking community input and faculty approval.
- Provide guidance on all practicum policy exception requests.
- Assure that practicum education materials, including all document, forms, and website, are current.
- Develop, enhance, and maintain electronic documents.
- Assures community input into practicum program planning, including identification of training needs for placement instructors.

Curriculum Development

- Coordinate the development of practice syllabi for seminar courses.
- Manage the procedures for the practice evaluation by students and instructors.
 - Assure that evaluations of student competency development are completed and maintained.
- Participate in student retention reviews involving practice education.

Knowledge, Skills and Abilities:

- Teaching experience
- Supervisory experience.
- Excellent interpersonal and written communication skills.
- Demonstrated ability to establish professional relationships, partnerships, collaborations, and networks with community organizations and agencies.
- Creativity in developing and planning internal and external presentations.
- Ability to travel.
- Knowledge of Internship-Based Tracking Software (i.e., Tevera SONIA)
- Computer skills: word processing, excel database, and basic internet skills.

INSTRUCTIONAL: Teach at least one (1) practicum seminar course each semester.

Minimum Hiring Standards:

Education	<i>LCSW or LMSW - PhD Preferred</i>
Years of Experience	<i>Five or more years post-master's experience</i>
Years of Management/Supervisor Experience	<i>Five or more years</i>

Other Duties as Assigned by Dean or Associate Dean.

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