

January 2009

Teacher Development  
Special Education  
Child & Family Studies

### **OCE Liaison Position Description**

- Work collaboratively with other department liaisons and PDC committee to organize, make recommendations for break-out sessions, attend planning meetings, and participate in the Professional Development Conference.
- Voice to department/program-become the two-way communication between the OCE and the department/program regarding concerns and issues as related to field experience and student teaching.
- Report to the department/program at department/program meetings.
- Assist with student teaching eligibility and other eligibility issues as necessary.
- Update student teaching and cooperating teacher handbooks in collaboration with department/program/committee. Will be responsible for making sure that recommendations (review and revamp) are meeting publication deadlines.
- Work with other liaisons to suggest common information updates to student teaching and cooperating teacher handbooks (as handbooks impact all teacher candidates and cooperating teachers).
- Become the contact person regarding any concerns from the field from schools and cooperating teachers. Liaison would meet with teacher candidate and faculty or appropriate program co-coordinator and district liaison (if in district 742).
- Attend supervisor meetings and facilitate discussion related to issues from your department regarding expectations for teacher candidates.
- Do orientation for new student teaching supervisors.
- Host end of semester celebration for teacher candidates, cooperating teachers, and university supervisors.