

Role of Special Education Internship Coordinator

I. UNIVERSITY

- Liaison to teacher education
 - Attend University TE Coordinator Meetings
 - Represent issues related to Special Education
- Follow through with reimbursement issues, placement and procedure issues

II. DEPARTMENT

- Communicate and coordinate with SE advisor
- Recruit collaborative teachers for internship
 - Notify Principals
 - Notify Human resources
 - Notify Special Ed directors
- Recruit and assign
 - Interns
 - Field Instructors
- Orient new Field Instructors
- Communicate with Special Ed faculty regarding progress of interns
- Communicate with FI regarding status of Intern
- Coordinate and Plan
 - CT Seminar
 - Intern Seminar
 - Advisory Meeting
 - Field Instructors Meeting
- Plan with SE Advisor orientation for
 - New admits
 - Seniors
- Update forms for handbook
- Notify CT's of meetings/seminars
- Attend SE department meetings

III. OUTREACH

- Plan and host
 - Orientation
 - Convocation
- Provide ongoing communication with and support of
 - Interns
 - CT
 - FI
 - Faculty
- Review new sites for possible placements