



Urban Graduate Track Faculty and Practicum Manager

Overview:

As a member of the IslandWood Education Team and the Urban Graduate Track, the Faculty and Practicum Manager will provide the leadership and organization to create and sustain graduate experiences in the field during their practicum experience of the M.A.Ed. in Urban Educational Leadership. This position works in close partnership with the Director of Urban Learning in Seattle to insure that the practical experiences of graduate students match required academic outcomes and expectations as defined in the M.A.Ed. Concentration in Urban Educational Leadership at Antioch University Seattle.

The Graduate Faculty and Practicum Manager will provide supervision and mentorship for graduate students during their practicum experience. As practicum supervisor, the Faculty and Practicum Manager will build and maintain strong and positive relationships with community organizations and schools, build contractual structures to insure the quality of student experiences, create a safe and productive experience for graduate students and community collaborators, mentor students, and work with community advisers to build a cohesive and vital educational experience for students.

The Faculty and Practicum Manager will oversee all practicum aspects of the M.A.Ed. Program in Urban Educational Leadership ensuring that course work and the immersive practicum are integrated and consistent with the values and outcomes of the program. The Faculty and Practicum Manager will meet with students on a regular basis as an adviser and design and facilitate the Reflective Practicum Seminar each week to support the students as they apply their learning through the immersive practicum.

Reports to: Director of Urban learning

Responsibilities:

- Supports the design, review, and revision of UEL graduate track program content and delivery.
- Participates and supports recruitment and selection of graduate program candidates.
- Cultivates and maintains positive relationships with school and community partners.
- Ensures the practicum experience is high quality for students and community partners.
- Recruits and supports mentors and community advisers.
- Facilitates the Reflective Practicum Seminar within a regular course structure.
- Advises graduate students in the practicum settings during field experiences.
- Expands the awareness of the Seattle Graduate Program.

- Represents IslandWood and the Seattle Graduate Program at relevant conferences and academic gatherings.
- Participates in planning of each academic year.
- Advises students in graduate program.
- Creates a documentation and record-keeping system that archives the life of the projects and the experience of the grad students for use by the community and faculty.

Administrative Responsibilities:

- Provide leadership and vision for Urban Graduate Program, including the purposeful blending of high quality academic and practicum elements.
- Help with efforts to insure that the program enrollment is at full capacity and retains students.
- Work with Brightwater and Homewaters teams to support the UEL experience.
- Contribute to the work and vision of IslandWood's educational programs.
- Share in the administrative tasks to support the Seattle Graduate Program.
- Contribute as member of IslandWood's Education Leadership Team.
- Participate and support recruitment and selection of candidates.
- Support the design, review, and revision of program content and delivery.

OTHER:

- Represent the education team on appropriate IslandWood committees.
- Work as a member of the IslandWood team to accomplish above tasks and those that directly impact the development of the future IslandWood.
- Other duties as assigned.

Compensation:

- IslandWood's salary and benefit package is commensurate with the field.

Qualifications:

Required:

- Masters or equivalent in Education, Environmental Education, Social Sciences, Leadership, or Urban studies
- Successful previous experience working in formal and community education settings
- Experience with community education and engagement and outreach
- Demonstrated group work, communication skills
- Demonstrated community collaboration experience
- Successful experience teaching adults in academic settings
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose
- Support IslandWood's strategic plan to expand our mission and impact
- Experience in working with individuals from a variety of cultural and economic backgrounds
- Must pass child safety screening
- Must comply with and maintain a smoke-free and drug-free workplace

Desired:

- Demonstrated knowledge of Seattle: neighborhoods and schools
- Successful experience working with diverse constituencies
- Organizational management experience
- Successful experience assessing, networking and maintaining collaborative community-based relationships and partnerships
- Experience supporting the high quality experience of adult students
- High tolerance for adaptation and change
- Experience leading a community-based program or organization
- Inquiry-driven facilitator

APPLICATION REQUIREMENTS:

Submit a cover letter, resume, Application for Employment, and contact information for three current references to:

employment@islandwood.org - **OR**

Search for Urban Graduate Track Faculty and Practicum Manager
IslandWood
4450 Blakely Avenue NE
Bainbridge Island, WA 98110

IslandWood provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.