

TO: PDS Site Coordinators

FROM: Somer Lewis, PDS Director

RE: Site Coordinator Roles, Responsibilities and Stipend

We are excited to have you as an extended faculty member of the Watson College of Education serving in the important role of Site Coordinator. At the beginning of each year we want to affirm your participation and commitment to the role and responsibilities of Site Coordinator.

Site Coordinator Role and Responsibilities

Site Coordinators function as liaisons between the Watson College of Education PDS partnership and the school site. They are the first line of communication between the PDS partners at the site and the WCE. They work proactively to promote the benefits of the partnership for all partners and assist in developing the professional growth of both the student interns and the teachers at their site. They serve as professional role models by consistently demonstrating excellence in teaching, leadership, and collegiality. The list below includes an outline of Site Coordinator responsibilities:

- Site Coordinators, in collaboration with their school principals, use the “Criteria for Identifying Partnership Teachers” found in the Collaborative Portal (under School Planning) to recommend new teachers who are eligible to host student interns.
- Site Coordinators distribute communications and materials connected to the partnership in a timely manner (Field/Internship placement information, upcoming events, Partnership Teacher Certificates, etc.). They serve as school-university liaisons and communicate with their school personnel, the WCE Director of Professional Experiences and Field Experiences Coordinator to make placements at the school site.
- Site Coordinators complete the online 10 hour Cognitive Coaching Module for Partnership Teachers- one time only. *An email will be shared with your login information and directions for accessing the training if you have not done so.*
- Site Coordinators who are facilitating placements are required to attend one face-to-face or online meeting each year. The purpose of this meeting is to discuss yearly program updates, concerns, and other processes associated with your role as Site Coordinator. A list of meeting dates as well as a registration form can be found using this link to the PDS website: <http://www.uncw.edu/ed/pds/events.html>
- Site Coordinators plan, structure, and lead site seminars (informational/collaborative & reflective) between and among student interns, partnership teachers, university supervisors and others involved in the partnership school efforts. A list of required site seminars for program areas can be found on our website: <http://www.uncw.edu/ed/pds/sitecordinfo.html>. A list of recommended topics can be found in the Collaborative Portal.
- Site Coordinators record their school’s participation in the site seminars using an electronic form which can be found in our Collaborative Portal. Directions for completing the new electronic form are included in the Portal and will be emailed separately. You can update this form throughout each semester, as seminars occur.
- Site Coordinators are invited to attend Professional Learning Days and the Partnership Teacher Celebration during each semester their school site hosts student interns.

Site Coordinator Payment Scale

<u>Criteria:</u>	<u>Payment**</u>
1-4 field experience students	\$0
5-9 field experience students	\$100
10 -20 field experience students	\$200
21 or more field experience students	\$300
1 intern	\$0
2-3 interns*	\$100
4-6 interns*	\$200
7-10 interns*	\$300
More than 10 interns*	\$400

*The number of interns includes Foreign Language, Music and Physical Education only if they attend your site seminars. **Any intern(s)** who attend their required site seminars with another site coordinator at a different site should not be counted by you. ****Note: Total payment is determined after Field Experience placements have been made.**

Site coordinator payment for interns is dependent upon the completion and submission of the required PDS Site Seminars Survey form accessed through the Collaborative Portal. Payment will not be made to site coordinators submitting this form late because the semester budget will be closed and monies will not be available for late payment. In addition, Site Coordinators must update their home address under "Profile" in the Collaborative Portal so that payment can be mailed accordingly.

If you have any questions regarding the information above, please do not hesitate to contact the PDS Office using the contact information below.

Somer Lewis, PDS Director
910-962-7244, lewiss@uncw.edu

Candace Blanke, PDS Program Associate
910-962-4173, blankec@uncw.edu

Your signature below indicates that you agree to the outlined payment scale, roles, and responsibilities of the Site Coordinator position for this academic year.

Full Name _____ **Date** _____

Signature _____

School Name _____ **District** _____