

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 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 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.

Knowledge, Skills and Abilities:

Teaching experience

Supervisory experience.

Excellent interpersonal and written communication skills.

Demonstrated ability to establish professional relationships,