**Professor of Practice: Job Description**

**Position: Counseling Psychology Professor of Practice: Clinical Coordinator**

Full time position: 40 hrs/ week, 9 month position

Job Function: The role of the Professor of Practice is to function as a Clinical Coordinator and oversee the clinical coordination of three domestic programs and one international program: M.Ed. School Counseling (pre-K-12), M.Ed. Counseling and Human Services (CHS), Ph.D. Counseling Psychology, and M.Ed. International Counseling.

Responsibilities:

**•** Teach the following courses:

* CPsy 480 (Master’s Internship I) and CPsy 483 (Master’s Internship II) for both the School and CHS M.Ed. programs in the Fall and Spring semesters respectively (weekly 1.5 hour group supervision per course);
* CPsy 480 (Master’s Internship I) and CPsy 483 (Master’s Internship II) for the International Counseling M.Ed. programs in the Fall and Spring semester respectively (weekly 1.5 hours group supervision per course)
* CPsy 492 (Advanced Field Placement), CPsy 489 (Advanced Doctoral Practicum III), and CPsy 491 (Advanced Doctoral Practicum IV) for the Doctoral program in the Fall and Spring and Summer semesters (monthly 1.5 hour group supervision per course);
* CPsy 479 (Master’s Counseling Practicum) in the Spring semester (no class meeting).

**•** Attend Program Meetings

**•** Coordinate practicum and internship placements for Masters and Doctoral level students.

* Facilitate Practicum Connection and Internship Tea meetings in fall semester for all domestic programs
* Facilitate Internship Seminar during the fall and spring semesters for doctoral students applying for pre-doctoral internship
* Monitor student readiness for practicum/internship sequence
* Identify and secure clinical placement of students in the Lehigh Valley and its vicinity
* Conduct on-site visits, maintain regular contact with training staff (or director) at placement sites, ensure and monitor compliance with practicum/internship contracts on the part of students and placement sites
* Develop new practicum/internship training sites (M.Ed. and Ph.D.)
* Facilitate yearly mandated reporter training for all counseling graduate students via external organization
* Coordinate with the Office of Teacher Certification at Lehigh University to monitor clearances for school counseling students
* Recommend updates to program manuals and materials as needed
* Other responsibilities as indicated by programmatic need and the Training Director

Qualifications:

**•** Ph.D. or Ed.D. in School Counseling/Counseling Psychology or related field

**•** Knowledgeable about working in schools preferably with the Pennsylvania School Districts and PDE requirements.

**•** 1-3 years related work experience

**•** Eligible for all state-mandated clearances, including FBI Federal Criminal history, Record (Act 114), Pennsylvania State Police Criminal Records Check (Act 34), Pennsylvania Child Abuse History Clearance (Act 151) and Tuberculosis clearance

**•** Excellent communication and interpersonal skills

To apply, please send Letter of Interest, CV, and 3 Letters of Recommendation, to: Dr. Arnie Spokane, Training Director, Counseling Psychology, 111 Research Drive, Bethlehem, PA, 18015. Review of applications starts June 9, 2014.

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