

YORK UNIVERSITY  
FACULTY OF EDUCATION  
ROLE OF THE SITE COORDINATOR



### MTRR Transcript

The Site Coordinator's role is to act as the liaison between School and Faculty of Education, facilitating dialogue regarding the practicum program with Administration, Mentor Teachers, and other school-based educators to ensure clear understandings of the roles of Teacher Candidates (TC), Mentor Teachers (MT), School, Community, and Faculty in preparing TCs for their roles as teaching professionals.

The Site Coordinator (SC) supports the implementation of a vibrant practicum program by

- Demonstrating the importance of strong professional relationships between Teacher Candidates, School and Community to facilitate an understanding of the role of all stakeholders in creating and sustaining an engaging, inclusive, safe and equitable learning environment;
- Ensuring that TCs are oriented to the profession, school procedures and routines, and to the learning culture of the school;
- Demonstrating collaborative leadership in arranging placements within the school and supporting Mentor Teachers and Teachers Candidates as required throughout the year;
- Supporting effective communication between Teacher Candidates, Mentor Teachers and other members of the school community;
- Collaborating with the York Practicum Facilitator in supporting TCs and MTs to address issues or concerns, facilitate early resolution and, if required, the development of a detailed action plan; and
- Organizing school-wide learning opportunities for TCs beyond the classroom including participation in shared learning experiences, professional development, extra-curricular events, and other school activities.

Teacher Candidates are just beginning their teaching careers. We hope that they may soon be your colleagues down the hall. We trust that the leadership, support and guidance you provide will allow them to become exemplary teachers with whom you will look forward to working.

As you assume this leadership role, please know that our Faculty is here to support you. The York Practicum Facilitator assigned to your school is always happy to meet with you, your Mentor Teachers and your Teacher Candidates to address any challenges and support the success of our partnership. Your participation in York's Bachelor of Education program is highly-valued and much appreciated.