

# ***PDS Site Coordinator Roles***

The PDS Site Coordinator is a specific individual within the Professional Development School (PDS) partnership who is essential in establishing and maintaining the partnership. Described below are the description, role and responsibilities of the PGCPs PDS Site Coordinator

- Assists principal with any PDS-related administrative task inclusive of matching placement of Student Interns with Mentor Teachers
- Coordinates school academic schedules with IHD curriculum needs
- Co-hosts and coordinates PDS site visitations (NCATE/CAEP) and shares information with the Office of Professional Learning and Leadership

- Serves as a liaison between the College/University and Teacher Mentors
- Coordinates the introduction of Student Interns to the school community and school staff
- Coordinates service projects and/or Action Research with Student Interns and PDS faculty

- Publicizes PDS partnership activities within and beyond the school site
- Presents at conferences, institutes and other forums to disseminate best practices
- Oversees inventory of PDS reference materials

- Coordinates PDS site, LEA and College/University schedules for PDS activities
- Problem solves on behalf of all PDS stakeholders in support of effective field experiences

- Maintains archives of documents of the PDS partnership and shares information with the Office of Professional Learning and Leadership
- Attends PDS site coordinator training and participates in activities during the school year