The School of Music at the University of Illinois at Urbana-Champaign invites nominations and applications for the position of Program Coordinator - Music Education and Clinical Experience (MECE). The Program Coordinator - MECE serves as the academic advisor for all undergraduate Music Education students (~200), and as such will hold individual and group advising meetings. The Program Coordinator - MECE manages all aspects of the licensure process, including student teaching and early field experience, predicts enrollments, monitors and recommends course sequencing. Represents the School of Music on certification and regulatory matters. On occasion, the Program Coordinator - MECE may be asked to teach music education courses to undergraduate students.

**Major Duties and Responsibilities:**

- Monitors and audits undergraduate music education majors’ degree progress, ensures course sequencing occurs at the proper time within the curriculum, and that students are compliant in meeting all Illinois State Board of Education (ISBE) licensure requirements.
- Conducts individual and group advising meetings with students.
- Manages and oversees all licensure responsibilities of the Music Education program, including but not limited to certifying early field experiences, reporting students’ completion of Blood-Borne Pathogen Training and Criminal Background Checks, and certifying to the Council on Teacher Education (CoTE) that music education majors have completed all degree and licensure requirements for Illinois K-12 Music licensure.
- Represents the School of Music at CoTe meetings.
- Evaluates all student teacher candidates to verify the students’ eligibility for placement in early field experiences and as a student teacher.
- Communicates with cooperating teachers and oversees all logistical aspects of placing student teacher candidates.
- Assigns, trains, and supervises graduate teaching assistants to serve as student teacher supervisors.
- Works closely with CoTE, Music Education faculty, and the College of Fine and Applied Arts Undergraduate Academic Affairs Office to create and complete annual reports required by ISBE and other internal and external entities.
- Coordinates with CoTE, the College, and the School of Music’s Office of Academic Affairs, on the approval process for changes to the BME curriculum as developed by the faculty.
- Immediately upon beginning duties, the Program Coordinator - MECE will work with the Music Education faculty to develop an evaluation process for music education majors using the Danielson Framework and edTPA.
- Assists with summer orientation for new, undergraduate students.

**Minimum Qualifications:** Candidates must have an earned Master’s degree with at least one degree in music education and have an exemplary record of at least five years of teaching music within the K-12 setting, or comparable experience. Candidates must have experience and knowledge of assessment tools, licensure requirements for K-12 music teachers, and academic advising. Candidates must demonstrate excellent interpersonal, organizational, and communication skills (written and verbal).

**Preferred Qualifications:** At least three years of experience working with music education students in a formal advisory or teaching capacity is preferred.

**Salary and Start Date:** Salary is competitive and commensurate with experience. The anticipated start date is January 1, 2014. Earlier start dates can be negotiated.

**Closing date:** For full consideration an application must be received by November 11, 2013. Review of applications will continue until the position is filled.

**Application procedure:** Please create your candidate profile at [https://jobs.illinois.edu](https://jobs.illinois.edu) and upload a letter of intent; complete curriculum vitae; and the names, telephone numbers, and addresses of three references by the closing date. All requested information must be submitted for your application to be considered. For more information about the position, applicants may contact: Debby Reynolds, Human Resources, debbyr@illinois.edu or 217.300.6510. Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity. ([www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu)).