

---

## Student Teaching Coordinator Resume

---

### Job Objective

To obtain a Student Teaching Coordinator position and to contribute to the success of the company.

---

### Highlights of Qualifications:

---

- Huge knowledge of school systems
  - Exceptional knowledge of general curriculum requirements related to student success
  - Ability to view a situation from multiple perspectives and engage in creative problem solving
  - Skilled in greeting, advising, and referring all students, faculty and visitors appropriately to resources and staff
  - Ability to handle confidential matters and files with discretion and tact
  - Strong organizational and problem solving skills
  - Effective management skills
  - Strong verbal and written communication skills
- 

### Professional Experience:

---

Student Teaching Coordinator  
Columbus State University, Dyersburg, TN  
August 2005 – Present

---

### Responsibilities:

---

- Reviewed applications and ensured students compliance academic and advising expectations.
  - Served as school liaison to principals for local placements and to school systems for placements outside the Partner School Network.
  - Planned, scheduled, and facilitated orientation for student teachers and cooperated teachers.
  - Provided ongoing support and training for university supervisors.
  - Administered assessments at the end of the semester, collected data and reported it to the appropriate departments Co-facilitates the end of the semester certification meeting.
  - Collected and maintained all student teacher and intern data.
  - Completed department and college reports.
- 

### Education:

---

Bachelor's Degrees in Education  
Hiwassee College, Madisonville, TN  
Master's Degrees in Education  
Carnegie Mellon University, Pittsburgh, PA

[Build your Resume Now](#)