



Practicum Advisor (Part Time)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca/> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

As a key representative of St. Mary's University Bachelor of Education program in K-12 Calgary and Area schools, Practicum Advisors support pre-service teachers in their practicum experiences under the leadership of the Director of Practica. Key responsibilities include supporting positive working relationships between pre-service and in-service teachers and school administrators to facilitate pre-service teacher growth and observational visits to school placements for pre-service teacher formative and summative assessment.

This role requires an individual who is passionate about supporting pre-service teacher development, has superior communication abilities and outstanding relationship building skills. This role is ideal for a retired or semi-retired teacher or school administrator.

Main responsibilities for this position will include:

- Coaching pre-service teachers before and during their practicum placement,
- Developing an observational visit schedule to see pre-service teachers at multiple schools,
- Attending all "Return to Campus" meetings,
- Communication with partnering school administration, cooperating teachers and pre-service teachers,
- Upholding and communicating the expectations set by St. Mary's University related to the practicum course,
- Additional duties as assigned.

APPOINTMENT/TERM DATES: September 2026 to April 2027

QUALIFICATIONS

- Minimum of a Bachelor of Education Degree (Master's degree is preferred)
- Alberta Teaching Certification with many years of teaching experience with the ability to assess the Alberta Education Teaching Quality Standards
- Leadership experience in K-12 schools and post-secondary teaching experience is preferred
- Must be willing and able to travel to schools in Calgary and Area (Okotoks, Airdrie)
- Fluent French speaker preferred, but not a requirement



- Police information check is required
- Willingness to learn to use the St. Mary's data management software
- Proven ability to work independently, effectively coordinate schedules, balance complex priorities and deadlines while exercising good judgement, discretion and confidentiality at all times is required.
- Strong interpersonal skills and the ability to deal sensitively and effectively with a wide range of individuals while maintaining a positive and professional presence is essential.
- Verification of credentials may be required

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Upholding Teacher Professionalism as described by Alberta Education and St. Mary's University.
- Ability to promote, or at least respect, the institution's Catholic mission and identity.
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT WE OFFER:

For this contract position, St. Mary's University offers compensation based on the number of students under the Practicum Advisor's supervision, which is determined by the Director of Practica.

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: **"Practicum Advisor"** by **August 3, 2026**. All applicants must submit a cover letter, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***