

Assistant Professor of Early Childhood Education and Program Coordinator of Child Development

SUMMARY:

The Assistant Professor of Early Childhood/Coordinator of Child Development Programs is responsible for instructing undergraduate and graduate courses, coordinating programs, maintaining an active program of scholarship, providing service to the University as required, and engagement in professional development.

RESPONSIBILITIES:

General Faculty Responsibilities

Teach courses equivalent to 12 semester hours per semester in accordance with relevant academic policies. Update course syllabi/calendars. Review course texts and submit book orders. Update program records for consistency with the Division of Education

Program Coordinator

Represent the program on and off campus. Develop, review, and maintain articulation agreements. Maintain program resources and CDV budget. Recruit, evaluate, and supervise adjunct faculty. Maintain compliance with MDE including standards and rule changes.

Advising/Mentoring

Advise graduate and undergraduate students. Monitor degree plans for all MA, BA, and AA programs. Advise all ECE certification students throughout their pathway. Advise all CDV students.

Clinical Field Experience

Contact sites for CDV380/480 placements. Complete site visits for CDV380/480. Provide feedback to students and site supervisors. Draft end-of-semester letters to site supervisors. Collaborate with EDU program coordinator for student teaching placements.

Accreditation

HLC – Higher Learning Commission: Develop and submit annual program and learning outcome reports. NAEYC – National Association for the Education of Young Children: Prepare documentation for NAEYC accreditation

REQUIREMENTS:

An earned doctorate in Early Childhood Education or a closely related field is required. Highly qualified applicants will also have experience with P-12 teaching, collegiate-level teaching, teacher certification, and the effective integration of technology in the classroom.

APPLICATION PROCESS:

Qualified candidates should send a cover letter, a Curriculum Vita including names and contact information for professional references to shujobs@sienaheights.edu. In the subject line of the email, please reference the job title to ensure timely review and distribution of your materials. This position is classified as full-time, exempt. Deadline for submission of completed applications is Friday, December 1, 2017. EOE