



**Position Title:** Assistant Professor/Coordinator, Early Childhood Education  
**Reports To:** Chair, Division of Education  
**Department:** Education  
**Classification:** Full-time, Exempt, Tenure-track, Benefits eligible

### **Position Overview**

The Assistant Professor/Coordinator, Early Childhood Education will be required to teach 12-credit hours per semester during alternate traditional daytime schedule as well as during the evening. Will play a pivotal role in advancing the institution's academic mission through teaching. Contribute to the intellectual growth and development of students. The teaching focus will be on introductory and advanced level course work and the supervision of students in field experience. Should be capable of acquiring knowledge of Early Childhood educational standards associated with the National Association for the Education of Young Children (NAEYC), Interstate New Teachers Assessment and Support Consortium (InTASC), Tennessee Department of Education (TDOE), and the Council for the Accreditation of Educator Preparation (CAEP) and incorporate this knowledge with the building of the standards-based Early Childhood program.

### **Duties and Responsibilities:**

- Must be able to teach a range of content, methods, and theoretical application in Early Childhood Development and literacy.
- Develop course schedules each semester based on academic assessment of all students.
- Serve on Division and College Committees.
- Provide academically/professionally related community service.
- Assist in monitoring student performance in their academic and professional progress.
- Assist in the development and writing of assessments for submission to internal and external reviews for accreditation.
- Assessing student performance through exams, assignments, and other forms of testing.
- Representing the college at conferences and delivering presentations when necessary
- Other duties as assigned by the Division Chair.

### **Minimum Qualifications**

- Doctorate in Early Childhood Education or closely related field
- Minimum 3-5 years' experience working with children in an Early Childhood environment

### **Knowledge, Skills, and Abilities**

- Excellent communication skills.
- Ability to work effectively with faculty members.
- Ability to work effectively with different constituencies.

- Understanding of the goals and practices of active, experiential community-based education.
- Ability to use electronic resources in developing course materials, reports, and tracking students.
- Must be knowledgeable of teaching strategies and how they impact student learning.

### **Working Conditions/Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**