Job Description: Instructor – Early Childhood Education

The Instructor in the Early Childhood Education Program shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Coordinator of Early Childhood Education or as designated by the President.

Qualifications:
1. M.S. or M.Ed. in Child Development, Early Childhood Education, or Early Care and Education required.
2. A minimum of three (3) years of experience working with children birth to five years of age in group settings.
3. Available to teach at two campuses and travel throughout northeast Missouri for other responsibilities.
4. Flexibility to teach evening classes and complete lab supervision visits according to the students’ schedules.
5. Sound computer proficiency required. Distance education teaching experience preferred.

Description:
This is a full-time, 10-month position in the Early Childhood Education program. Primary duties are course instruction in both face-to-face and asynchronous/synchronous (virtual) class formats and field experience supervision. Some travel is required to visit students in field experience sites and advising at other MACC locations. This is a salaried, exempt position covered by the Public School Retirement System of Missouri (PSRS).

In addition to the responsibilities outlined in the general faculty job description found in the personnel manual, the Early Childhood Education Instructor will:

1. Teach 9 credit hours of Early Childhood Education courses each semester.
2. Lead collaboration with adjunct instructors teaching the same classes.
3. Review and revise common syllabi for courses taught each semester based on feedback from other instructors, students and the ECE Coordinator.
4. Assist with course revisions, including rubrics for major assignments, final assessments, selection of textbooks and other resource materials.
5. Supervise, assess and revise field experiences, including community sites.
6. Conduct first semester CDA practice observations.
7. Assist in writing and revision of program-related handbooks.
8. Advise ECE students for enrollment.
9. Assist in selection or development of CDA equivalent competency assessments.
10. Monitor and maintain portions of ECE Faculty eCollege site (Tristate).
11. Participate in ECE Advisory Committee.
12. Attend Early Childhood meetings as assigned.
13. Co-facilitate orientation meetings for Cooperating Teachers and Directors at field experience sites.
14. Co-facilitate orientation meetings for students before their first field experience.
15. Review students’ Professional Portfolios and validate for essential skills.
16. Perform other duties as assigned by the Coordinator of Early Childhood Education, the Dean of Career and Technical Education, or as designated by the President.