



Terra is pleased to announce the following open position:

All positions are contingent on funding

POSITION

Position Title	Lead Faculty Early Childhood Education
Tenure Eligible	Yes
Reports to	Arts & Sciences and Business Division Dean
Department	Arts & Science
Is this position a supervisory position?	No
Office Location	

SCOPE

Summary of Posting	Engages students in the teaching/learning process; works assigned schedule, participates in college committee work, represents the college in the community, and performs other related duties as required. Assists in establishing curricular goals and objectives, mentors adjunct instructors in subject area, and recommends candidates for adjunct instructor openings. Coordinates course scheduling with department administration. Assists with assigning instructors to courses.
Job Responsibilities	<ul style="list-style-type: none">- Plan and teach courses which fulfill the current curriculum goals and objectives.- Remain current with subject matter and instructional methodology.- Maintain posted office hours in accordance with departmental and college policies.- Employ appropriate assessment techniques to measure student performance in achieving course goals and objectives.- Communicate progress in the course to students in a timely manner.- Determine and submit students' grades in accordance with established college policies and procedures.- Assist with student advising.- Develop Syllabi, mentor adjunct faculty, plus establish and maintain advisory groups.- Support the mission of the program, division, and college.- Provides oversight for courses related to field.- Assists with identifying curricular goals and objectives, implements change to curriculum and works with curriculum committee to institute change in program area.- Coordinates course schedule for program area.- Assists with assigning instructors to courses.

- Reviews course texts and makes recommendations to the dean. Orders textbooks as necessary.
- Prepares list of budgetary needs for program area.
- Assist division administrator with program area assignments as required.
- Assist with student concerns.
- Oversee Student Practicum.
- Serve as Official of Record to the Ohio Department of Education for teacher licensure.
- Maintain student records per Ohio Department of Education guidelines.
- Liaison to Terra Community College's Early Learning Center.

REQUIRED QUALIFICATIONS

What minimum level of education is needed to satisfactorily perform the job at entry level?	Early Childhood Education or Elementary Education Masters or related field.
What minimum types of experience are needed to enter the job at entry level? Also, what is the minimum time required for each type of experience?	Minimum of two years teaching experience required, preferably at the college level; familiarity of teaching three to five year olds
What field(s) should the training or degree be related to?	
Are any state, federal, or professional licenses, certifications, or certificates required to enter the job? If so, please list	Licensed to teach Early Childhood Education (recommended).
Items preferred, but not required (if applicable)	Experience in a leadership role. Ability to work a combination of days/evening/weekend schedules.
Knowledge	Proficient in word-processing and presentation software, internet, and e-mail. Capability to teach in more than one discipline.
Skills	Ability to effectively communicate one-on-one, in small groups, and in classroom situations. Effective verbal, written, and listening communication skills. Effective problem solving skills.
Abilities	Demonstrated ability to work with a diverse group of students. Demonstrated ability to advise students.
Other Characteristic (Personality, Attitude, Social Presence, etc.)	Exceptional teacher

COMPENSATION INFORMATION

Job Classification	Faculty
Job Type	Full-Time
Grant Funded Postion	No
Category	Exempt (salaried)
Recruitment Type	External Posting open to general public
Union Position	Yes
Grade (if union position)	
Work Schedule	30 hours on campus per week.
Hiring Range (Min - First Quartile)	Per union contract

ADDITIONAL POSTING INFORMATION

Job Open Date	4-Jun-09
	29-Jun-09
For Full Consideration Apply By	
Application Review Date	29-Jun-09
Job Close Date	Until position is filled.
Required Application Materials	Cover letter, Resume, Transcripts, Official Terra Application Form.
	Please express your interest in this position by submitting your materials to:
Other Special Instructions	Terra State Community College HR/Employment Opportunities 2830 Napoleon Road Fremont, OH 43420 OR hr@terra.edu

Terra Community College is an Affirmative Action/Equal Opportunity Employer