



JOB TITLE: Child Development (ECE)
Full-time Faculty
DEPARTMENT: School of Education (SOE)
SUPERVISOR: Dean, School of Education
FLSA STATUS: Exempt

MAJOR PURPOSE:

The Child Development Full Time Faculty is a key member of the SOE leadership team. This position leads, implements, and evaluates the Child Development program. This is a full-time tenure-track faculty position that is comprised of Undergraduate studies leadership/administration and faculty assignments aligned with expertise. This degree maps the requirements for Early Childhood Education Certification up to the Director level for California. This degree will also house the PK-3 California Teaching credential. This position oversees this degree's development, implementation, and educational effectiveness.

This position is a minimum of 80% in person, on campus.

The pay range for this position is generally: \$65,000 - \$85,000 annually. Individual pay is determined by a number of factors including relevant education and training, academic and related experience, high demand disciplines, location, and job-related skills.

ESSENTIAL FUNCTIONS:

- Familiarity with the California Commission on Teacher Credentialing (CCTC) and accreditation.
- Authentically support the mission, vision, and values of the university and School of Education.
- Model the highest standards of professional, responsible, accountable, and ethical conduct.
- Work collaboratively with and be an accessible resource for faculty, prospective students, candidates, and other constituency groups (e.g.: recruiting and marketing)
- Lead the planning, development, and implementation of the program's scope and sequence of coursework
- Review and evaluate the program's course alignment with Jessup, Program, and Student Learning Outcomes.
- Find and partner with preschools that can serve as field experience for these students.
- Complete an annual program review of educational effectiveness and develop annual program goals.

- Recommend the hiring of program faculty.
- Develop and recommend master schedule(s) and faculty assignments.
- Collaborative influencer and presenter at the “The Education Conference”.
- Provide academic mentorship and advisement to students.
- Lead and/or participate in weekly SOE-related meetings at on campus.
- 24 academic units per year or equivalent work responsibilities.
- Participate in University culture, including committees, as required.

QUALIFICATIONS:

EDUCATION/CERTIFICATIONS:

- A doctorate degree in Education or a related field

REQUIRED KNOWLEDGE/EXPERIENCE:

- At least five years of exceptional leadership and/or teaching experience in a preschool environment
- University-level instruction, program development, and leadership experience
- A strong record of teamwork, collaboration, communication, and interpersonal skills
- A high degree of experience and understanding of educational leadership, theory, and practice
- A high degree of familiarity with national and international educational trends

SKILLS/ABILITIES:

- Ability to supervise and lead other faculty
- Design and implement the current curriculum and ensure educational effectiveness
- Ability and willingness to work effectively with international students
- The ability to provide online leadership and/or instruction
- Ability to implement educational technology in a variety of settings
- Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, sex, and ethnic backgrounds of college students, including those with physical or learning disabilities as it relates to differences in learning styles
- Ability to integrate Christian thought and values in all aspects
- Ability to engage in critical thinking and exercise independent judgment
- Ability to maintain confidentiality and manage confidential information
- Ability to communicate effectively in written and oral form
- Ability to take initiative without direct supervision

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of Jessup as a private

Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations Jessup's doctrinal statement of personal Christian faith, and the Community Covenant and its Chapters.

Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with the Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date