



Instructor/Assistant Professor of Professional Practice in Early Childhood Education

The **Department of Human Development and Family Science (HDFS)** at **Oklahoma State University** invites applications for the position of **Instructor/Assistant Professor of Professional Practice in Early Childhood Education (ECE)**. The ten (10) month, non-tenure track faculty position supports the HDFS department's mission of reducing risk and promoting resilience within individuals and families across cultures and generations.

The successful candidate will contribute to the HDFS department through the following efforts:

1. Serve as the Director of the Cleo L. Craig Child Development Laboratory (CDL) on the OSU Stillwater campus, reporting to the HDFS Department Head. Specific responsibilities include:
 - Oversee the vision, mission, and planning for the CDL in collaboration with CDL faculty and staff, HDFS department faculty, and the local community
 - Management, supervision, and retention of CDL faculty and staff members
 - Support and facilitate high quality programming for children enrolled in the CDL
 - Work with HDFS accountant to maintain financial records and accounts for the CDL
 - Work with CDL faculty and staff to provide them with relevant professional development opportunities
 - Ensure that CDL policies, procedures, and programming are in line with government standards (Oklahoma Department of Human Services), NAEYC, and Stillwater Public Schools (including maintaining NAEYC national accreditation)
 - Collaborate with other colleges and departments within OSU to facilitate student internships, observations, and research opportunities within the CDL
 - Work effectively with CDL parents and families providing information, resources, and a warm and inviting environment
 - Maintain and cultivate positive relationships with CDL donors when needed for CDL initiatives
 - Seek funding to support the growth and viability of the CDL
 - Carry out other duties as required to maintain high quality and innovative programming in the CDL and grow its reputation as a national model for early childhood education
2. Serve as an Instructor/Assistant Professor of Professional Practice as an active member of the HDFS faculty.
 - Teach three credit hours in the ECE program per semester as assigned
 - Participate in HDFS faculty meetings, ECE program meetings, and meet regularly with the ECE program coordinator to facilitate connections between the ECE academic program and the CDL
 - Contribute to the vision of the HDFS department and ECE Program
 - Mentor students
 - Carry out other duties as required
3. Work in a team-oriented environment as an active member of the HDFS department and ECE program.
 - Demonstrate a commitment to pre-service teacher education
 - Contribute to departmental outreach and engagement activities
 - Participate in departmental, college, and university committees or other service
 - Engage in responsibilities consistent with the land grant mission at OSU

Minimum Qualifications

- Master's degree in Early Childhood Education or related field
- Early Childhood Certification
- Experience: Three or more years of teaching experience with children in infancy through kindergarten and administrative experience in early childhood programs
- Excellent communication skills (verbal and written) and an ability to interact well with a variety of people. Must possess the ability to work well under pressure, handle multiple assignments simultaneously, and be self-motivated
- Successful candidate must provide evidence of employment eligibility as required

Preferred Qualifications

- Ph.D./Ed.D. in Early Childhood Education or related field
- Expertise in Early Childhood Special Education and/or Early Intervention

Appointment

Begins August 2018. This position is a ten (10) month, full time, non-tenure track faculty position with an appointment of 75% administration/25% instruction within the HDFS department.

Salary

Along with a competitive employee benefit package, the salary is commensurate with candidate qualifications and experience. For more benefit information, see: <http://hr.okstate.edu/benefits>

Position Contact

For further information or to nominate a potential candidate, please contact the Search Committee Chair: Amy Williamson, Ph.D.
Email: amy.c.williamson@okstate.edu

Application Procedures

- Go to <https://jobs.okstate.edu/> and select **Search Listings**
- Type in the Requisition/Listing Number of **req4605**
- Follow the online instructions, specifying “see vitae” where applicable
- When prompted, be ready to submit the following items:
 - Letter of interest and qualifications for the position (2 page maximum describing relevant professional experience for this position)
 - Curriculum vitae
 - Contact information for five (5) references

Review of applications will begin March 12th and will continue until the position is filled.

Department Overview

Human Development and Family Science (HDFS) is one of the largest departments in the university with 34 full-time faculty members, 521 undergraduate students, and 85 graduate students across both the Tulsa and Stillwater campuses. Undergraduate specializations are offered in child and family services (CHFS), early childhood education (ECE), and family consumer sciences education (FACS). Graduate specializations are offered in applied human services (AHS), developmental and family science (DVFS), early childhood education (ECE), gerontology (GERO), and marriage and family therapy (MFT). Recent graduates with terminal degrees (B.S. with ECE option, M.S. with MFT and CHFS options, and Ph.D.) have experienced near-100% success in obtaining relevant employment and passing licensing exams.

HDFS includes several outstanding centers including the Cleo L. Craig Child Development Laboratory, Center for Family Resilience, Center for Family Services, and Institute for Building Early Relationships. The department is home to seven endowed faculty professorships or chairs. Consistent with the land-grant emphasis on scholarship dissemination, members of the faculty work with community partners in regional agencies and Cooperative Extension educators in all 77 counties in Oklahoma. For more information about the department, its faculty, centers and programs, please go to: <http://humansciences.okstate.edu/hdfs/>.

The Cleo L. Craig Child Development Laboratory was established in 1924 and has been a leader in early childhood education in the state of Oklahoma since that time. Additional information about CDL history, vision, and mission can be found at <https://humansciences.okstate.edu/hdfs/cdl/index.html>

College Overview

The College of Human Sciences (CoHS) is home to three Departments and one School: Nutritional Sciences, Human Development and Family Science, and Design, Housing, and Merchandising and the School of Hospitality and Tourism Management. As a partner with the Division of Agriculture Sciences and Natural Resources, CoHS has access to Oklahoma Agricultural Experiment Station funding and Family and Consumer Sciences educators in Oklahoma’s 77 counties. To learn more about CoHS, visit <http://humansciences.okstate.edu>.

University Overview

OSU is a comprehensive land-grant institution with an enrollment of ~22,000 students and is committed to excellence in instruction, research, and outreach. In addition to the main campus in Stillwater, OSU also has campuses in Tulsa, Oklahoma City, and Okmulgee. Stillwater, a city of ~49,000 residents, is situated 65 miles from Oklahoma City and Tulsa and 250 miles from Dallas and Kansas City. A variety of activities are available on campus and in the community including music, drama, art, speakers, outdoor recreation, and sporting events. OSU, Americas Healthiest Campus, offers employees free membership to the Colvin Recreation Center and Seretean Wellness Center. For more information, please go to <http://go.okstate.edu> (for OSU) or <http://www.visitstillwater.org> (for the City of Stillwater).

Oklahoma State University is an Affirmative Action/Equal Opportunity/E-verify employer committed to diversity and all qualified applicants will receive consideration for employment and will not be discriminated against based on age, race, color, religion, sex, sexual orientation, genetic information, gender identity, national origin, disability, protected veteran status, or other protected category. OSU is a VEVRAA Federal Contractor and desires priority referrals of protected veterans for its openings. OSU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information. 41 CFR 60-1.35(c)