



**POSITION POSTING  
July 2022**

**POSITION TITLE:** Director of Early Childhood  
Education/Full-time Faculty  
**DIVISION:** Academic Affairs

**OCCUPATIONAL SUMMARY**

This position reports directly to the Provost/Executive Vice President of Academic Affairs. As the Director of Early Childhood Education, you are responsible for oversight of the Martin University Drop-In Center and Preschool program (if applicable). You will also be the direct contact for those students and Adjunct ECE Faculty that have questions or concerns regarding the Bachelor of Science in Early Childhood Education program.

As a Full-time Faculty member, you will have a caseload of one to two courses a semester and ensure the effectiveness of the Dual Credit ECE program with the Graduation Academy.

This position functions with a high degree of confidentiality and integrity. This

Position does supervise others.

**ESSENTIAL JOB FUNCTIONS**

1. Facilitates administrative support and record-keeping functions within the Drop In Center and Preschool (if applicable).
2. Establishes, develops, maintains, and updates the filing system.
3. Responsible for working with other pertinent departments within the university to support student success.
4. Interviews and recommends new hires for the Drop In Center and Preschool (if applicable).
5. Responsible for the professional development training and meetings of center staff.
6. Responsible for monitoring staff work schedules and pay hours.
7. Maintains the inventory for the Drop-In Center and Preschool (if applicable).
8. Responsible for coverage for the Drop In Center and Preschool (if applicable) hours of operation.
9. Develops relationships and maintains effective communication with Drop-In Center and Preschool (if applicable) staff, parents, and Student Services designee.
10. Responsible for working with Academic Affairs, adhering to the guidelines presented in the Faculty Handbook for Full-time Faculty.
11. Responsible for responding to and problem-solving with students and Adjunct ECE Faculty members in the Bachelor of Science in Early Childhood Education program.
12. Create and maintain a current list of community partners for practicums, field experiences, and student teaching opportunities.
13. Facilitate one to two courses a semester.
14. Adhere to the requirements of Academic Affairs in relation to the instruction of courses.
15. Attend university professional development activities pertaining to the instruction of courses.
16. Serves on administrative committees as assigned.
17. Performs other duties as required.



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**MINIMUM REQUIREMENTS**

1. Master's degree in Early Childhood or related field from an accredited college or university.
2. Two years of related experience in Early Childhood Education or Education administrative responsibilities and procedures; experience in child-care facilities management is preferred.
3. Knowledge of the principles and practices of State guidelines, processes, and procedures for operating child-care facilities.
4. Excellent organizational and customer service skills.
5. Impeccable judgment and integrity.
6. Ability to manage confidential information.
7. Proficient in using standard office equipment, including but not limited to, telephone systems, calculators, copiers, and facsimile machines.
8. Excellent written and oral communication skills; ability to follow instructions.
9. Ability to relate effectively with multiple constituencies.
10. Exceptional interpersonal and problem-solving skills.

**APPLICATION PROCESS**

This position is full-time.

Interested persons may apply by submitting a resume and contact information to:

Martin University  
Office of Human Resources  
2186 N. Sherman Drive  
Indianapolis, Indiana 46218  
Email: [hresources@martin.edu](mailto:hresources@martin.edu)

This position is open until filled.

**No phone calls please.**