

Director, Auburn University Harris Early Learning Center
Auburn University

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Posted Jan. 29, 2021, set to expire Jun. 13, 2021

Job Title	Director, Auburn University Harris Early Learning Center
Department	Human Devlmnt/Family Studies
Institution	Auburn University Auburn, Alabama
Date Posted	Jan. 29, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Director/Manager
Academic Field(s)	Education - General Education - General
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Job Description

****ACCOUNTABILITY****

The Director of the Auburn University Harris Early Learning Center (Harris ELC) reports to the Head of the Department of Human Development and Family Science at Auburn University and the Dean of the College of Human Sciences at Auburn University.

****DESCRIPTION OF DUTIES****

****Administrative****

Lead the management of a NAEYC accredited early care and education program for approximately 200 children ages infancy to age 5. Oversee the assistant director and a center staff of approximately

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60 including teaching, support, facility, and dietary staff, including assessing and addressing varied staffing, management, clients (child/parent), and facility needs on a daily basis and overseeing the annual evaluation process.

Support and promote the participation of the Harris ELC families in scholarly research conducted in the Center by Auburn University professors and other college and university colleagues.

Maintain NAEYC accreditation (center accredited since 1997 with current accreditation valid until summer 2021) using those standards as teaching and training foci for center staff and students placed with the center.

Seek grant funding and administer accordingly. Administration of three on-going state Pre-K grants.

****Instruction****

Regularly communicate with and train center staff regarding developmentally appropriate practice, NAEYC standards, and state regulations through weekly staff newsletters and memos, monthly staff meetings and bi-annual staff development training.

Oversee college and university undergraduate and graduate student placements in the center, matching student learning needs with the proper age/stage of development. Network with varied college and university contacts to recruit students for observation, practicum, and internship/student teaching placements within the Center. Provide orientation, training as well as guest speaking and teaching for college and university students. Participate, along with the teaching staff, in the evaluation of college and university students who are participating in varied educational activities in the Center. Serve as an instructor or guest speaker for the Department of Human Development and Family Science within the College of Human Sciences of Auburn University.

Lead efforts to expand blended and distance course offerings for degree-seeking and non-degree seeking students in the area of early child development and teacher training.

****Service and Outreach****

Act as a professional representative for not only the Center but also for Auburn University, the College of Human Sciences and the Department of Human Development and Family Science. Serve as a leader in the early care and education community by bringing visibility to Harris ELC and Auburn University in the Birmingham metro area and across the state through leadership roles within area colleges and universities, the ECE community, and varied state ECE related agencies. Actively seek to present at local, state (DECE), regional (SECA) and national (NAEYC) conferences. Serve as an early care and education resource and participant in the ongoing development of the ECE profession.

Initiate, coordinate and/or participate in the planning and coordination of special projects and activities



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within the Center such as: monthly parent seminars and bi-annual Parenting Fairs, annual Week of the Young Child, annual Teacher of Excellence awards, annual Pre-K graduation celebration, Center anniversary events, and other child or parent focused events in the center.

Utilize extensive communication, collaboration and networking skills to work with a diverse group of individuals external to the Center including: corporate sponsor contacts, early care and education community stakeholders across the Birmingham metro area and state, college and university contacts, Auburn University, the College of Human Sciences and the Alabama State Department of Early Childhood Education.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact