

ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

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## POSITION DESCRIPTION

POSITION:	Assistant Professor of Early Childhood at Crownpoint Campus
DEPARTMENT:	Arts and Humanities
FLSA STATUS:	Exempt
DUTY:	Nine (9) Months per Academic Year
REPORTS TO:	Department Chair or Dean

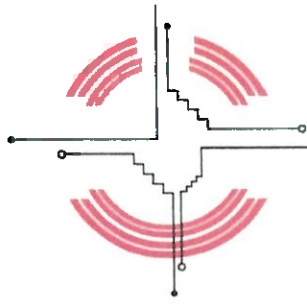
### JOB PURPOSE:

Instructs and facilitates a meaningful and effective learning experience of the course competencies in the classroom, fieldwork, and laboratory settings. Position is subject to all terms and provisions of the NTU faculty contract.

*This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.*

### JOB DUTIES & RESPONSIBILITIES:

- Selects, prepares, and maintains current curriculum, course outlines, and printed and non-printed instructional materials. Selects and orders course books and materials.
- Develops and maintains a classroom environment conducive to effective learning. Encourages student success.
- Preparing lesson plans which incorporate varied instructional techniques, multi-media, integration strategies designed to meet the educational, multisocial and emotional needs of the students.
- Instructs students in field of study.
- Takes, maintains, and submits attendance reports.
- Provides assistance to students regarding up-to-date information on degrees or certificates in their educational program.
- Maintains accurate files on each advisee, refers students when appropriate to sources of specialized services within the University.
- Sets up, plans and supervises work of students, individually or in small groups, in shop or laboratory.
- Designs tests and evaluates achievement of students.
- Takes all necessary and reasonable safety precautions to protect students, materials, equipment and facilities.
- Provides assessments in regard to performance measures.
- Maintains a current and accurate inventory of all equipment, tools, and supplies.
- Evaluates student progress on a regular basis, including progress reports and grades.
- Provides feedback on work and assignments to students.



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- Participates and provides opportunities for students in community service initiatives or projects.
- Provides accurate and timely reports as requested.
- Assists in program reviews and accreditation guidelines with regard to student academic achievement and their success on outcomes.
- Participates in and develops efforts to recruit and retain students.
- May conduct research in field of study.
- Identifies grant opportunities. Prepares and submits proposals.
- May be advisor to student clubs.
- Holds regular office hours to assist students.
- Seeks and assists students in obtaining internships.
- Collaborates with colleagues to share experience and knowledge.
- Attends and participates in faculty meetings, career and technical education meetings, and other meetings and committees as required.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Supervises students during laboratory work.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Master's in Early Childhood Education or a related field.
- Two years teaching experience in field of study.
- Professional excellence, community service and/or publication.
- Valid and clean state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

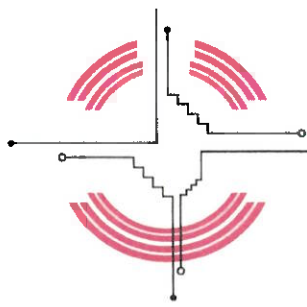
#### **PRREFERRED QUALIFICATIONS/REQUIREMENTS:**

- Ph.D. in Early Childhood Education or a related field.
- Five years teaching experience in field of study.
- Professional excellence, community service and/or publication.
- Valid and clean state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

***The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.***

#### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.



- Knowledge of field of study.
- Knowledge of techniques and practices in field.
- Knowledge of University policies and procedures.
- Knowledge of instructional policies and procedures.
- Skill in operating computers and office machines.
- Ability to write reports and business correspondence.
- Ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as how to perform a task to students.
- Ability to present materials effectively to individual students or groups.
- Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.
- Ability to work independently and meet strict time lines.
- Ability to oversee the work of students.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to communicate effectively in the Navajo and English language.

#### **PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee frequently sits stands, walks, bends, stoops, and squats.
- Uses hands for dexterity of motion, repetitive movement of both hands.
- Have excellent auditory, visual acuity, and verbal communications skills.
- The employee must occasionally lift and carry up to 25 pounds.

#### **WORK ENVIRONMENT**

- Work is typically performed within an office, classroom or laboratory.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.