

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Child Care Specialist
Child Learning Center
Regular Full-Time Position
Position Number 450520**

General Description

The Child Care Specialist is under general supervision of the Child Learning Center (CLC) Manager and is responsible for the children assigned to their classroom. Implementation of program goals and objectives for the classroom is a major part of their responsibilities.

Primary Duties and Responsibilities

- Maintain effective communication with parents as well as with the Manager and other coworkers pertaining to the development of the children; conduct parent conferences.
- Establish student records, evaluate students and update data as needed.
- Organize classroom, develop visual aids and learning materials to enhance the curriculum.
- Ensure the confidentiality of all student/family records.
- Maintain an effective teaching, working and supervisory relationship with children, their parents and coworkers.
- Interact appropriately with the children.
- Prepare material requisitions as needed.
- Perform other job-related duties as required.

Essential Functions

- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Knowledge of instructional methods, materials and curriculum development.
- Ability to make sound decisions.
- Ability to effectively follow University policies, licensing guidelines, good health and safety practices and early childhood educational principles.
- Ability to effectively develop and prepare lesson and unit plans under direction of the CLC Manager.
- Ability to effectively direct all activities of children in the child care program.

Required Minimum Qualifications

- Graduation from an accredited two-year early childhood/child development program or related area with minimum of one year of experience in a center-based setting, or a Child Development Associate credential and at least three years of experience in a center-based setting.
- Philosophy that is consistent with standards set by the National Association for the Education of Young Children.
- A background check will be required of the successful applicant.

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