

*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.*

**Manager  
Child Learning Center  
Regular Full-Time Position  
Position Number 451150**

**Primary Duties and Responsibilities**

- Provide leadership, direction and supervision for the APSU Child Learning Center and oversee daily operations.
- Ensure that existing services meet the documented needs of students, faculty, staff and surrounding community.
- Provide guidance and supervision for teachers and other staff; oversee staff development and training activities to include verification of educational and/or licensing requirements.
- Develop and modify program policies in response to changing needs, as well as federal, state and local regulations and mandates.
- Monitor funding and enrollment levels to ensure compliance with findings of reviews, self assessments plans and community assessments.
- Write, update and edit grant applications, requests for proposals and program materials and curricula.
- Manage the financial activities of the CLC, including setting of fiscal policies, budget planning, electronic management, billing and collection according to APSU policies and procedures.
- Monitor and comply with the Department of Human Services licensing requirements, Montgomery County Health Department and local regulations; work to achieve/maintain accreditation with the National Association for the Education of Young Children.
- Create a culture of respect and consideration for children, families and staff.
- Coordinate Child Learning Center objectives with Division of Student Affairs and University goals.
- Oversee the hiring, supervision and evaluation of staff with appropriate administrative staff.
- Communicate regularly with parents and provide parent workshops.
- Monitor security and safety of the children and staff.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.).
- 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.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to safely lift 35 pounds.
- Ability to pass a physical examination by a certified health care provider and provide negative results of a tuberculosis test.
- Ability to ensure that teachers incorporate current knowledge of Early Childhood Education into curriculum plans.

### **Essential Functions continued**

- Ability to build and maintain rapport with parents.
- Ability to oversee maintenance of the physical environment, including taking a leading role in creating effective use of space in CLC common areas and consulting with staff on classroom setup and equipment.
- Ability to promote team spirit, encouraging congeniality and interpersonal problem-solving.

### **Required Minimum Qualifications**

- Bachelor's degree in Early Childhood Education or related field with 24 credit hours of early childhood coursework and 9 credit hours of business management coursework **OR** Bachelor's degree with a State Early Childhood Administrator credential.
- Three years of increasingly responsible experience in child care services and supervision of staff.
- A background check and criminal records check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Teaching experience with young children and knowledge of current approaches in early childhood education.
- Higher education administrative experience.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**