

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.

**Tennessee Early Childhood Training Alliance (TECTA)
Orientation Coordinator
Regular Full-Time Grant-Funded Position
(annual renewal contingent upon continued grant funding)
Position Number 531551**

General Description

The TECTA Orientation Coordinator reports to the TECTA Director and is responsible for administering the TECTA non-credit coursework and implementing TECTA statewide early childhood initiatives.

Primary Duties and Responsibilities

- Administer and teach the TECTA non-credit coursework using statewide TECTA curriculum for specified specialty areas.
- Implement TECTA Statewide Early Childhood Initiatives.
- Promote TECTA communications through newsletters, website(s), targeted mailings, on-site visits, phone calls, personal contacts, etc., to recruit students and advance the early childhood profession.
- Maintain current database on participants; provide documentation for quarterly reports.
- Conduct on-site visits for CDA students to provide technical assistance, advisement and assessment.
- Provide leadership and support to child care providers, early childhood organizations and partner agencies through committee membership, conference presentations, technical assistance and related special projects at the local, state and national level.
- Attend professional development training through local, state and national organizations/agencies to stay abreast of early childhood trends and issues.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately, in writing and in presentations.
- 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 prepare and maintain accurate records and reports.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively implement the TECTA Orientation Program and Statewide Early Childhood Initiatives.
- Ability to accurately interpret national and state child care regulations/standards.
- Ability to work a flexible schedule to include week nights and Saturdays.
- Ability to travel in an eight county area and to regional meetings.

Required Minimum Qualifications

- Bachelor's degree in early childhood education, child development, child and family studies or related field.
- One year of professional experience in instruction or administration within a child care facility or Early Childhood Education (ECE) program.

Required Minimum Qualifications Continued

- A valid driver's license and reliable transportation.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience with teaching adult learners highly preferred.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS