

*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)  
Program Director  
Regular Full-Time Position  
Position Number 315470**

**General Description**

The TECTA Program Director will be responsible for administering the Tennessee Early Childhood Training Alliance grant in the Upper Middle Region (eight county area). The TECTA Program Director reports locally to the Dean of College of College of Professional Programs and Social Sciences.

**Primary Duties and Responsibilities**

- Develop, implement, and monitor annual budget for TECTA grant.
- Administer contract agreements (i.e. community college, site instructors, consultants, and special initiatives).
- Hire, train and supervise: TECTA Orientation Manager, Orientation Coordinator, adjunct faculty, trainers, consultants, mentors, and support staff.
- Develop and coordinate practicum and clinical sites.
- Recruit and convene local Advisory Committee.
- Maintain required documentation (i.e., purchasing, files, database, inventory, instructional materials, and institutional information).
- Develop and schedule academic and orientation classes.
- Promote the early childhood profession (i.e. civic groups, community organizations, local, state, regional, and national conferences) to increase public awareness.
- Follow policies and procedures of the institution.
- Recruit, counsel, and advise students at all levels.
- Participate in annual Quality Assurance Evaluation.
- Compile quarterly reports.
- Manage the TECTA site database.
- Manage the Accreditation Advancement Initiative and Funds.
- Manage the Child Development Associate Credential process for all students.
- Perform other job-related duties as assigned including teaching and advisement to students.

**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 including presentation and public speaking.
- 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 efficiently manage the TECTA program.
- Ability to effectively monitor and direct adult learners.
- Ability to effectively analyze and resolve problems.
- Ability to use sound judgment within decision making process.

### **Essential Functions continued**

- Ability to work nights, weekends and travel regularly in an eight-county region.
- Ability to travel to attend state, regional and national conferences, meetings, etc.
- Must be flexible and adaptable to changing work demands and constraints.

### **Required Minimum Qualifications**

- Master's degree in Education, Early Childhood Education, or related field.
- Three years experience in early childhood programs.
- One year of Adult training/higher education teaching experience.
- Experience with fiscal management of a program.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Familiarity with computer/database management.
- CDA credentialing process, national accreditation, environment rating scales, training, etc. preferred.

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