



POSITION ANNOUNCEMENT

Position: Early Childhood Education Technology Instructor

Job Description: Southwest Mississippi Community College has an opening for a full-time Early Childhood Education Technology Instructor. Primarily responsible for organizing and carrying out structured learning processes for students in the Early Childhood Education Technology program. This position reports to the Associate Vice President for Career-Technical Education.

Duties and Responsibilities: Include but are not limited to:

- Plans and teaches Early Childhood Education Technology classes and practicum/lab work as assigned.
- Develops, implements, provides direct supervision, and evaluates student practicum/lab learning activities.
- Provides a positive role model for the students, especially in areas of caring, advocacy, respect for self and others, collegiality, ethical behavior, ethical reasoning, and strong work ethic (including responsibility, dependability, and accountability) and provides constructive feedback to students.
- Provides individual performance review and recommendations to students as needed; completes weekly evaluation on each student in lab setting, and formally discusses and documents evaluations with students.
- Evaluates student achievement in terms of course and program objectives or competencies, grades and returns students' written assignments in a timely manner, assigns grades for courses according to policies.
- Participates in advising of students regarding program requirements, career prospects, and college-wide issues; maintains appropriate office hours.
- Participates in the development, implementation and evaluation of the philosophy and objectives of the program.
- Participates in reviewing and revising the program policies and procedures on a periodic basis.
- Participates in the construction, implementation, evaluation and revision of the curriculum on a periodic basis.
- Assists with the day-to-day operations of the SMCC pre-school.
- Reporting hours 7:00 a.m. – 3:00 p.m.

Salary: Based on education and experience.

Qualifications: A Master's degree or higher in Early Childhood Education Technology, or in a comparable field.

Experience: At least four (4) years of related practical work experience in Child Development Technology field. Teaching experience is preferred but not required.

Evaluation Criteria:

SMCC will use the following to evaluate each applicant:

1. Application and supporting credentials
<http://www.smcc.edu/files/employment/staff/pdf/staffapp.pdf>
2. Cover Letter and Resume
3. Transcripts (only if applicant is selected by the screening committee for an interview)
4. Personal interview (only if applicant is selected by the screening committee for an interview)

Contact: Send application, cover letter, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Fax: 601-276-4331, Email: jknight@smcc.edu

Application Deadline: June 2, 2022

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.