



Want to work for a University Worth Discovering?

WESTERN NEW MEXICO UNIVERSITY'S EARLY CHILDHOOD PROGRAMS IS RECRUITING FOR AN **ASSISTANT DEAN FOR EARLY CHILDHOOD PROGRAMS** (Job Code 331/Full Time/Exempt)

DUTIES AND RESPONSIBILITIES: Provides strategic and day-to-day leadership and direction for all academic and administrative aspects of the Early Childhood Programs by fostering positive personal relationships and building a cooperative work environment. Plans, develops, directs, and evaluates the Early Childhood Education and Family Support Services Programs. Provides over-site and evaluation of the organizational structure and staffing of the Programs. Evaluates the maintenance of quality programming to comply with overall operation of university, state, and federal standards. Establishes and oversees implementation of long and short range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness, and effects changes required for improvements. Supports overall goals and mission of the University and School of Education. Supervises assistant directors, program managers, and early childhood teachers to ensure all Early Childhood Programs staff members adhere to established performance levels. Works with ECE faculty to ensure completion of all required program reports; and is responsible to the Dean for the continued development of curriculum reports/changes, catalog descriptions, course rotations and other reports required by the School of Education. Ensures compliance with the scope of work for current grants and contracts. Designs new programs to be implemented through new grants and other funding sources; prepares, submits and monitors annual operating budget for final approval by the Dean. Represents the field of Early Childhood Education within the School of Education, by attending meetings, serving on committees, assisting with NCATE Accreditation, and ensuring that the ECE programs meet student needs for quality laboratory settings and course work. Serves as the Early Childhood spokesperson to promote the program through active participation in various local, state, and national public relations forums and groups. Develops and delivers presentations to local, state, and national conferences on best practices in Early Childhood Education. In consultation with the Dean, works closely with university, local community members, leaders and groups to discuss and identify needs for development and extension of programs. In accordance with the direction provided by the SOE Dean, represents WNMU in the early childhood education field with state offices such as, The Office of Child Development, New Mexico Higher Education Task Force, and New Mexico Children Youth and Families Department. Is involved in university committees, program development, assessment, university service, scholarly activity, community service, and oversees advising as appropriate. Teaches up to two courses per year as necessary for the Early Childhood Education degree programs; and performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE: Master's degree in Education, Child Development, Early Childhood Education, or closely related field and five years previous experience in Early Childhood Education or similar field including responsibility for program development, budgeting and supervision of staff.

PREFERRED EXPERIENCE: PhD in Education, Child Development, Early Childhood Education, or closely related field. Experience with groups from diverse backgrounds and proficiency in Spanish.

LICENSES/CERTIFICATIONS REQUIRED: Provide proof of a valid Driver's License in good standing, including a DMV record of history and current status, upon offer of employment. WNMU Defensive Driver's Certification must be obtained prior to use of a University vehicle. FBI criminal records background check upon hire.

SALARY: \$63,457 Annually

TO APPLY: Submit a WNMU application, a letter of intent, resume, a copy of official transcripts (originals required upon hire), and five references with names, addresses, email addresses, and telephone numbers to: Western New Mexico University, Human Resources Department, 1000 W. College Ave./P.O. Box 680, Silver City, NM 88062. **Incomplete Applications submitted will not be considered.** *(The Human Resources Office is located In the Juan Chacon Building, room 105. Entrance is through the downstairs doors only due to the current construction upstairs and the building is directly behind the School of Nursing building).* **The WNMU application can be found online at: <http://www.wnmu.edu/jobs/employmentapp.shtml>.**

Review of all application materials will begin on Tuesday, November 15, 2011 and will continue until filled.

Western New Mexico University serves a diverse multicultural population of nearly 3,000 students including non-traditional students. Exemplary teaching, quality programs, commitment to diversity, and enhanced regional service characterize WNMU's mission. Minorities and women are especially encouraged to apply. All qualified applicants will receive consideration without regard to race, color, religion, gender, age, handicap, or national origin. **WNMU is an affirmative action/equal employment opportunity employer.**