

J. Sargeant Reynolds
Community College



EARLY CHILDHOOD DEVELOPMENT INSTRUCTOR
(POSITION NO. FO298)

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Early Childhood Development Instructor. This position will be assigned to the School of Mathematics and Sciences.

TYPE OF APPOINTMENT	Full-time nine-month teaching faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$40,061 - \$85,810. Approximate maximum hiring salary: \$49,599.
QUALIFICATIONS REQUIRED	Bachelor's degree in Early Childhood Education, or related field. Two (2) years related occupational experience in early childhood field. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Master's degree with eighteen (18) graduate semester hours in Early Childhood Education or related field. Related occupational experience or teaching experience in one or more college level courses. Demonstrated experience in curriculum development. Previous experience with established working relationships with various organizations and agencies. Previous experience developing courses and curricula, advising students and teaching distance education. Demonstrated ability to work with diverse student populations. Demonstrated ability to incorporate technology routinely into instructional and faculty responsibilities. Demonstrated strong written and oral communication skills.
POSITION RESPONSIBILITIES	The primary responsibility is teaching. Faculty loads are normally scheduled on an average load of fifteen (15) credit hours per semester. Office hours, advising and collateral duty assignments are maintained. Teaching schedules may include day and evening classes and multiple campus and off-campus assignments. Opportunities for summer teaching will be based on student interest.
APPLICATION PROCESS	Application reviews will begin OCTOBER 15, 2009 . Applications will be accepted until the position is filled.

In order to better serve our customers, J. Sargeant Reynolds Community College will **only** accept online applications for all state employment opportunities. JSRCC will no longer accept hand-delivered applications or applications submitted by mail, e-mail, or fax. Computers are available at the Department of Human Resource Management's Career Center, public libraries, the Virginia Employment Commission, or the College's Human Resources Office. To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. Cover letters, curriculum vitae, and unofficial transcripts must be attached electronically to the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the interview or presented to the Chairperson of the interview committee at the interview. **Only letters of recommendation and official transcripts are to be mailed to:** JSRCC, Office of Human Resources, P.O. Box 85622, Richmond, VA 23285-5622.

Women and minorities are encouraged to apply.
"Reasonable accommodations" are provided for applicants with disabilities.
AA/EOE/ADA