

**HARRIS-STOWE STATE UNIVERSITY  
POSITION VACANCY NOTICE**

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**DIRECTOR OF THE WILLIAM L. CLAY EARLY CHILDHOOD DEVELOPMENT AND  
PARENTING EDUCATION CENTER**

Harris-Stowe State University invites applicants for the Director of the William L. Clay Early Childhood Development and Parenting Education Center. The university, with a history of serving the Metropolitan St. Louis area for more than 150 years, seeks an innovative, dynamic leader committed to helping promote an optimal educational experience for children and opportunities for parents to become actively involved in the education of their children.

Serving as the chief administrative officer for the Clay Center, the Director is responsible for all administrative and operational activities associated with the Center. In addition, the Director serves as the leader for the planning, implementing, and monitoring of all activities related to curriculum and instruction and compliance with licensing regulations and accreditation. Furthermore, the Director must collaborate with other academic and administrative units at the institution and community partners to support the work of the Center. Other responsibilities include achievement of enrollment goals; the development and oversight of the annual budget and the development and implementation of a viable business plan that align with the needs of the Center. Additional responsibilities include coordinating at least two annual professional development opportunities for Center staff and other early child development professionals in the region.

The Director will report to the Dean of the College of Education and coordinate curriculum efforts at the Center with the Early Childhood Teacher Education degree program for learning centered observation purposes.

The William L. Clay Early Childhood Development and Parenting Education Center is accredited by National Association for the Education of Young Children (NAEYC) and the state of Missouri.

**Required Qualifications:**

- Master's degree in early childhood education or a related field from a regionally accredited institution.
- A minimum of five years supervising or managing an early childhood center
- A minimum of two years teaching at the pre-k level.
- Excellent interpersonal and communication skills.
- Experience in working with diverse populations and demonstrated support and enhancement of diversity in both faculty and student populations.
- Strong ability to relate to and work effectively with teachers and the University administration.
- Experience with accreditation at both the state and national levels.
- Experience in working collaboratively with K-12 schools and other constituents.

**Desired Qualifications:**

- Demonstrated leadership in State, Regional and National efforts to improve early childhood education.
- Commitment to developing instructional innovations in all aspects of early childhood education.
- Strong track record in securing external funding, particularly grants.
- Terminal degree in Early Child Development or related field.

Review of applications and candidate consideration will begin immediately and will continue until position is filled. Salary based on qualifications and experience. Interested candidates should submit a letter of application, curriculum vitae, statement of educational and administrative philosophy, official undergraduate and graduate transcripts and three letters of reference to:

Harris-Stowe State University  
3026 Laclède Avenue  
St. Louis, MO 63103  
FAX: (314) 340-3395

Applications may be downloaded from our web site [www.hssu.edu](http://www.hssu.edu)  
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