

Director of Workforce Planning and Development

Position Announcement

The University of Nebraska Buffett Early Childhood Institute is seeking applications from qualified individuals for the position of Director of Workforce Planning and Development.

In conjunction with faculty and staff from the University of Nebraska, personnel at the Nebraska Department of Education, and others in regional public and private colleges (both two- and four-year), the director will work to increase the quality and quantity of early childhood educators in Nebraska. Among the goals of the workforce program are to conduct a statewide survey (in conjunction with colleagues at the University of California at Berkeley) that will establish a baseline description of the state's early childhood higher education offerings and faculty; identify gaps and opportunities in available offerings; assess variation in early childhood education programs and faculty across colleges and universities; and determine changes needed in higher education and the state certification system.

Buffett Early Childhood Institute Profile:

Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established Buffett Early Childhood Institute is a four campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation.

The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policy makers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note, the goals of the Institute are university- and state-wide, but the location of the Institute administration will be in Omaha and Lincoln. This position will primarily work out of the Omaha office.

Job Responsibilities:

In addition to periodic unique tasks, the following list describes major responsibilities:

- Develop an alliance of higher education early childhood faculty, staff, and administrators as well as personnel from the SEA and LEAs, Head Start, and other CBOs to identify the gaps and opportunities in degree offerings, make informed policy decisions about future opportunities, and assess the capacity of higher education and the certification system to serve the needs of the state over time.
- Produce and keep updated a report that describes the state's early childhood degree program offerings at the associate, bachelor's, master's, and doctoral levels by capturing variations in program goals, content, child age-group focus, student field-based learning, and faculty characteristics and professional development needs.
- Contribute to and manage the Higher Education Workforce Inventory to be developed and fielded in conjunction with colleagues at the University of California at Berkeley.
- Work with faculty, staff, and administrators at the three University of Nebraska colleges of education and other two- and four-year public and private colleges to plan and align certification standards and course and degree offerings that reflect the needs of the state and the findings of the Workforce Inventory.
- Plan and deliver a series of state and national conferences on early childhood personnel preparation (both preservice and inservice).

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- Develop an induction and mentoring model for birth – Grade 3 prospective teachers/caregivers.
- Working with University of Nebraska faculty and staff, in particular those from Extension, expand professional development opportunities for inservice teachers in rural and urban areas of the state using high quality technological methods, materials, and strategies.

Required and Preferred Qualifications:

Minimum Requirements:

- Doctorate in early childhood education preferred; Masters with five or more years' experience in the early childhood education field required.
- Experience teaching or serving as an administrator in early childhood or higher education.
- Knowledge of early childhood education curriculum and classroom experience with children younger than age 8.
- Experience in program planning and development; ability to work collaboratively.
- Qualities of leadership, collaboration, and excellent written and oral communication skills.

Successful candidates will exhibit the following personality traits:

- The ideal candidate is agile, entrepreneurial, and a team player who seeks to advance the Institute and its goals.
- Knowledge, enthusiasm, and passion for the field of early childhood to ability to establish credibility in the education/human service and university communities.
- Must be a fast, self-starter comfortable with attention to detail and ability to work independently, along with the judgment to seek supervision and/or input from others when necessary.
- A strong sense of the requirements of a stable organization and its long term needs with the ability to exercise significant initiative and creativity in developing new value-added relationships with the Institute's stakeholders.
- Should be an optimistic, positive, resilient, insightful, and performance-driven decision maker, problem solver and consensus builder.

How to Apply:

Application review begins immediately and continues until position is filled.

Applications processed through the on-line job posting at <https://careers.nebraska.edu>.

Follow instructions to complete the Applicant Profile. Along with your application, attach a cover letter, resume, and contact information for three professional references.

Direct questions about the position to: humanresources@nebraska.edu.

Direct questions about the on-line application process to: (402) 472-2111.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.