



## Position Documentation Questionnaire (PDQ)

This form is being used for the purpose of:

 Job review/reclassification   
  New position classification   
  Update   
  Other:

**Instructions:** Please review this form, and complete it as fully as you possibly can (not all sections of this form will be applicable to all positions.) Enter responses in the gray sections below each section and return the document to management and/or directly to the Human Resources Office upon completion.

**EMPLOYEE INFORMATION**

Name:	Department or unit: College of Education
Date:	Current job title and grade: Coordinator, Recruitment, Retention & Advising
Email:	Requested job title and grade: Assistant Professor Early Childhood Education & Coordinator for Recruitment & Retention
Phone:	Position #: 3CEF04

**JOB SPECIFICATIONS****JOB SUMMARY**

Please describe the primary role and function of the position. Provide examples. This section can be written as a one paragraph job description. Please describe (outline) significant changes in the position:

This is a faculty position as Assistant Professor for ECE with reassigned time as Coordinator for Recruitment & Retention (50/50). This position reports directly to the Dean, College of Education. As a faculty member in COE, the individual hired will collaborate in the development and implementation of a BA in ECE, teach needed courses in ECE (live, online or hybrid), and participate in assessment of candidates and program needed for accreditation reports. As coordinator of recruitment and retention, the individual will provide leadership in achieving recruitment and retention of candidates, engage in academic advising, and participate in outreach efforts to surrounding communities.

**PRIMARY ROLE DESCRIPTION**

Please identify specific duties and responsibilities and provide a breakdown of the approximate percentage (ideally not greater than 20% or less than 5%) of time spent, on average, on each duty (separate activities as opposed to grouping them). The total percentage of time should equal 100%.

Job Duties and Responsibilities	% of time	New duty or change?
Teach a range of ECE courses, e.g., Teaching & Learning Math & Science, Family, Language & Culture, at the undergraduate level. Be willing to teach on-line/ hybrid courses as needed and candidate supervision in field placements & internships, and engage in pursuit of scholarship appropriate to the profession.	51	
Perform administrative duties related to the ECE program, e.g., advising, recruitment, retention, outreach efforts to stakeholders, track student progress and provide reports on unit operations. Provide career support for students when appropriate (e.g., course load, prerequisites, occupational opportunities, etc.). Assist in college-wide retention activities (e.g., Early Alert), establish and maintain interdepartmental relationships with all student services and instructional programs. Secure external funding for research and/or program development.	19	
Engage in program, department, university, community, and professional service.	10	
Assist with the planning, implementation and evaluation of College of Education-sponsored activities (e.g. Information sessions, graduation ceremonies, new student orientation, faculty/staff meetings, PTEAC, etc.).	10	

Assist with accreditation planning and preparation (NAEYC, CAEP/NCATE); assist with college-wide, department, and state, etc. reporting; assist with updates to the College of Education manuals, website and promotional materials		
Other duties may be assigned.		

Describe the department's organization (to whom does the position report; who heads the department, etc.). Either write a description of the organizational chart in the gray box or attach a copy of the organizational chart to this document (Your supervisor or HR can help with this, if you do not have a chart).

See Attachment

Describe any similar positions within the department and how these positions interact with your position. Also include the reporting structure to the extent known. Please include as many positions as necessary to explain fully, and please include information about how your position is similar or different to others.

This position is similar to that of the Field Experience & Placements Coordinator involving both teaching and administrative/ programmatic duties; the employee will report to the Dean of the College of Education.

Describe the department's role and function within the College/Unit to which the position belongs. Include any additional information about the department, if applicable.

N/A

**POSITION SCOPE AND IMPACT**

Explain the impact, to the extent possible, that the work of this position has within the department, inside NNMC and/or outside the College, if applicable.

This position is essential to the development and implementation of a new BA program in Early Childhood Education. In addition, the employee will work in recruitment, advising and retention of candidates.

Describe the constituents, both internal and external to NNMC, with whom this position works most closely.

COE Dean, faculty & staff; COE students; school teachers & administrators; PED; Academic Affairs

**INDEPENDENT JUDGMENT AND DISCRETION**

Please provide examples of the types of problems that this position is responsible for solving independently. Indicate instances where it is necessary to use originality, creativity, fact finding, or analysis.

Employee will make needed curricular arrangements/ modifications to ensure successful delivery of ECE program, e.g., scheduling. S/he will also devote time and effort to candidate recruitment, advising and retention as needed. There should also be time devoted to securing grant funding which will require proposing and implementing original research questions and the needed data collection and analysis (also relevant to scholarship and service).

In what difficult situations does this position make independent judgments? In what situations would this position seek advice from a supervisor?

Employee should be able to make informed academic decisions regarding courses/ curricula in area of expertise; recruitment, retention &

advising should be guided by current COE handbooks and policies. When facing a situation not covered by handbook or if in doubt, consultation with the dean is expected.

## JOB REQUIREMENTS

### LICENSES, SKILLS, AND EXPERIENCE

Please list any specific education, training, or certification that is required for the successful performance of this job.

A minimum of 3 years teaching experience at the age 3 through Grade 3 level, to include: prior teaching experience with young adults in higher education or other professional settings; certification in ECE a plus; experience working effectively with ethnically and culturally diverse students in a higher education, counseling, or social service delivery setting. Preference will be given to candidates with experience in the recruitment and retention of ethnically/ linguistically diverse students in a higher education setting.

Describe any specialized equipment or technology used in this position, if applicable. ***If this position is an information technology job, please also complete the additional documentation section of this form.***

N/A

Indicate any education, specific degree, major, license, registration, or certification required, as you would in our online recruiting system, and why it is needed:

Doctoral degree in Early Childhood Education, Child Development, Curriculum and Instruction or a related field Degree	License	Certification
Major	Registration	Other

Why are these needed? Required for accreditation purposes; minimal professional expectations needed for teacher preparation

## SUPERVISORY RESPONSIBILITIES

Is this position responsible for managing a department or unit? If so, please name the department or unit.

No  Yes, department/unit:

Designate the type of staff this position supervises using the following categories:

Overtime Eligible  Exempt  Temporary  Student Worker  Faculty  Independent Contractor

Please also note the number of individuals this position supervises. 0

Check off the primary supervisory responsibilities of this position.

- Conducts interviews independently
- Directs the work of other employees and assigns significant tasks. Provide an example:
- Independently prepares and delivers performance evaluation(s)
- Hires, transfers, promotes staff
- Takes disciplinary action
- Makes recommendations for termination

## FUNCTIONAL MANAGEMENT

What responsibility does this position have for establishing, interpreting and/or implementing plans, policies or procedures? Provide an example(s) that demonstrate this responsibility.

Responsibilities include collaborating with COE dean, staff and faculty in development of an effective recruitment and advising plan. In addition, expectations include collaboration in required accreditation preparation- e.g., assessments, data analysis, report preparation, and curriculum development/ implementation in ECE.

Describe the major financial decisions this position makes, and the effect that these decisions have on the overall operating or financial success of the unit, school, or the University.

N/A

Include the sizes(s) of the annual budget(s) for which this position is responsible for if applicable:

Operating N/A	Capital N/A
Non-federal sponsored research N/A	Federal sponsored research N/A

Endowment N/A	Other (please explain)
<p>If the position manages a segment of the department budget, indicate the line item(s).</p> <p>N/A</p> <p>How much authority for spending funds does this position have? Is there a maximum? Provide examples.</p> <p>N/A</p> <p>If this position manages grants and/or restricted funds, indicate the types of funds and numbers of each, stating dollar amounts.</p> <p>N/A</p> <p>Does this position have the authority to appropriate funds to different areas? If so, for which line item(s) in the budget?</p> <p><input checked="" type="checkbox"/> No      <input type="checkbox"/> Yes, name the line items:</p>	

<b>COMMENTS AND SIGNATURES</b>	
<b>EMPLOYEE COMMENTS</b>	
Please provide any further comments you have about your position:	
<b><i>Employee Signature:</i></b>	<b><i>Date:</i></b>
<b>SUPERVISOR'S COMMENTS</b>	
Please provide comments about the accuracy and completeness of this form:	
Description is aligned with identified COE needs and informed by consultation with Provost, COE faculty & staff and regional stakeholders.	
<b><i>Supervisor Signature:</i></b>	<b><i>Date:</i></b>

**ADMINISTRATIVE SECTION FOR MANAGERS ONLY**

This section must be completed by the department supervisor or manager. If you need assistance completing this form or additional information, please contact the Human Resources Department.

Today's date:

**MAIN CONTACT**

Name	Phone	Email
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**SECOND CONTACT**

Name	Phone	Email
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Supervisor's name, department, phone, email, ID#, office location, (use street address):

Title	Banner ID #
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Dept.	Work address
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Is this a new position?

Yes

No    If no, name the last or current incumbent :

Is this a request for a position reclassification review?

No

Yes    If yes, please complete incumbent data below:

Current incumbent's name	
Incumbent's phone	
Incumbent's email	
Current salary grade	
Current job function	
Current job class code	
Hours per week	
Proposed work schedule	

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will this position have unsupervised access to dorms, valuable artifacts, drugs, radiological materials, or animal care facilities?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will this position supervise minors (under age 18) in the regular course of duties?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will this position have access to highly sensitive or confidential information/data systems?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will this position have access to aggregate credit card data?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will this position have the ability to authorize and/or approve financial transactions?

Is this position grant funded?     No     Yes    \_\_\_\_\_%

Is the position I&G funded?     No     Yes    \_\_\_\_\_%

Is this position a term appointment? Yes No

If yes, what is the term of this position?

Budgeted salary range: Min: \$                      Max: \$

Budget code

Comments: (is this a job share, flexible hours available, etc.)

**Compensation: \$**

## COMMENTS AND SIGNATURES

HR COMMENTS

**HR Analyst:**

**Date:**

**HR Director:**

**Date:**