



# Preschool Education Director

## Description

### **GENERAL PURPOSE:**

Assists in the development and implementation of all aspects related to the licensed preschool program. Assists with implementation of recreational programs including seasonal day camp programs, acting in a role of lead counselor and/or day trip driver.

The salary range for this position is **\$22.38- \$30.21** per hour with a **hiring range of \$22.38 - \$26.30**, depending on qualifications and experience.

Position will close to applicants on: **Friday, 4/26/24 at 5:00 P.M. M.S.T.**

**PLEASE INCLUDE A COVER LETTER AND RESUME WITH APPLICATION**

### **ESSENTIAL JOB FUNCTIONS:**

- Develop and execute all aspects of the licensed preschool program following the Colorado Early Learning and Development Guidelines and Colorado Shines Quality Rating and Improvement System. This includes but is not limited to participant registrations, daily curriculum, guest speakers, field trips and special events.
- Provides daily on-site supervision and management of the preschool classroom. Serves as a Lead Teacher a minimum of 2 days per week. Leads staff and children by example by instructing developmentally appropriate activities and ensuring children's safety at all times through daily environmental and equipment safety checks.
- Manages and coordinates student observations, assessments, and annual parent/teacher conferences. Is responsible for daily verbal and/or written communications with parents regarding student progress and behaviors.
- Writes and edits monthly parent newsletters. Assists with additional promotional materials for the preschool.
- Assists with preschool staff recruitment, professional development, and annual performance reviews. Assigns and directs the work of teaching staff including scheduling and coaching.
- Plans, organizes, and implements early learning recreation programs.

- Provide effective public relations by responding to all inquiries about program offering, including scheduling tours, in a timely manner. Assists with the management of class/program registrations and waitlists, notifies participants of changes and cancellations, and processes refunds.
- Assists with the purchasing of program supplies and equipment, while staying within approved budget allocations
- Secure appropriate facility space for all programs, activities and events.
- Assist with marketing of programs and events to ensure high enrollment levels.

#### **OTHER JOB FUNCTIONS:**

- Assists with special events and department functions as requested.
- Serves as a lead counselor and/or day trip driver in the licensed day camp program as needed.
- Other duties as assigned.

#### **SUPERVISORY DUTIES:**

Works alongside co-teachers and classroom aides to implement daily program structure and curriculum.

Highest level supervised non-exempt employee(s).

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

#### **JOB QUALIFICATIONS:**

##### **Knowledge, skills and abilities:**

Maintains working knowledge of general rules for child-care facilities and rules regulating large child-care centers in Colorado. Strong oral and written communication skills are necessary and required. Ability to communicate effectively with participants of the program, parents, co-workers and the public required. Must possess excellent organizational, planning, and time management skills. Must possess the ability to react quickly in emergencies and make decisions based on sound judgement. Must maintain a professional and positive attitude, exercise appropriate conflict resolution techniques, and exhibit patience when dealing with stressful or chaotic situations. Efficiently and effectively use various software applications systems, products, and Networks.

##### **Core Competencies:**

Accountability, Integrity, Transparency & Honoring the Public Trust, Collaboration, Innovation, Safety, Excellent Service with Courtesy and Kindness

##### **Education and/or Experience:**

Large center directors must have a current director qualifications letter issued by the Department of Early Childhood or a current early childhood professional credential level III or higher in version 3.0 as determined by the Department of Early Childhood prior to working as the director of a large center.

Must meet at least one of the following experience requirements:

- 1) A Bachelor's degree from an accredited college or university in one of the following; Child Development, Child Psychology; Early Childhood Education; Early Childhood Special Education; Educational Leadership and Administration;  
Elementary Education; Family and Human Development; Family Studies; Special Education
- 2) A current Early Childhood Professional Credential Level III Version 3.0 as determined by the Colorado Department of Education
- 3) An Associate's degree in Early Childhood Education or Child Development and 3 months (455 hours) of verified experience.
- 4) A Bachelor's degree in an unrelated field with completion of required 30 semester credit hours from an accredited college or university and 3 months (455 hours) of verified experience working directly with children in a child development program.
- 5) No degree but completion of required 30 semester credit hours from an accredited college or university and 6 months (910 hours) of verified experience working directly with children in a child development program.

**Licensure and/or certifications:**

Must possess current certifications or be able to complete employer provided First Aid, CPR, Standard Precautions, and Medication Administration trainings prior to working directly with children and within 30 days of employment. Must Possess a valid driver license. Must be able to pass required criminal background checks. If hired and in accordance with State requirements, must provide a signed and dated medical statement by a licensed physician or other health care professional verifying good mental, physical, health appropriate for the position. This statement must be dated no more than 6 months prior to employment.

**Material and equipment directly used:**

Printer, computer, telephone, fax machine, safety equipment, athletic and recreational equipment, vans used in transporting children.

**Working environment/physical activities:**

Performs the duties of this position in several different locations, both inside and outside environments. May be exposed to dirt, sand and differing weather conditions, bends, pushes, pulls, stoops, kneels, carries and frequently lifts up to 40 pounds and occasionally lifts participants up to 50-70 pounds. May be exposed to noisy and stressful situations. Instructs and demonstrates various recreational activities and is responsible for ensuring the safety of all participants by performing safe and proper activities and safe use of equipment at all times.

*This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.*

With over 300 days of sunshine, and just 30 miles from Rocky Mountain National Park in the heart of northern Colorado, Loveland is an ideal community for anyone to call home. Known as the Sweetheart City, this vibrant cultural hub is home to nearly 500 sculptures and public art installations, the world-famous Valentine Remail Program, and picturesque views of the Rocky Mountains. The community is bustling with a thriving arts, brewery, foodie and shopping scene. Enjoy headliner concert and theatre productions, professional hockey events, endless community recreation and open space opportunities, art and sculpture shows, and several local festivals. Loveland also boasts an award-winning golf course and an inclusive library and community center. Loveland, Colorado has EVERYTHING YOU LOVE!

In 2020, Loveland was the only Colorado City to win the Governor's Award for Downtown Excellence, is the top residential recycling City in the state for 4 consecutive years and has been ranked as one of the top places to live, work and raise a family in the U.S. and as one of the Most Idyllic Picturesque towns in America.

**Apply today to join** more than 800 employees who work to meet the core values of: Accountability & Integrity, Transparency & Honoring the Public Trust, Collaboration, Innovation, Safety, Excellent Service with Courtesy and Kindness. The City of Loveland is a diverse and welcoming community organization and our employees enjoy a competitive benefits program, various opportunities for growth and development, and an exceptional work-life balance.

A vibrant community, surrounded by natural beauty, where you belong!

*Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.*

The City of Loveland provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

The City of Loveland participates in E-Verify. In accordance with E-Verify requirements, upon your date of hire the City of Loveland will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. [E-Verify Notice of Participation. Learn more about your right to work.](#) Visit [E-Verify.gov](#) for more information.

**A driving record and comprehensive pre-employment criminal history background check, including fingerprint check and a criminal sex offender search will be obtained in order to clear for initial and ongoing employment.**

## Qualifications

# Experience

## **Required**

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# Licenses & Certifications

## **Required**

\*Valid DL Required

## **Preferred**

StandPrecautMedAdmin

CPR

FirstAid