

JOB TITLE: Director

CLASSIFICATION: Full-time. Exempt.

SUPERVISOR TITLE: Bright Start Board of Directors

COMPENSATION: Salary \$54,080 - \$62,400 DOE, negotiable.

BENEFITS: Paid Sick Leave, Paid Time Off, Health insurance, Retirement Plan, Paid Parental Leave, Child Care Priority and Child Care Discount (one child receives free tuition at Bright Start, additional children receive 50% discount in monthly tuition or drop-in fee; this applies for up to two children), Mileage and Material Reimbursement

LOCATION: 315 W 6th St, Leadville, Lake County, Colorado; remote work may be possible during the initial orientation.

START DATE: 04/21/2024, or sooner

Position Summary

Bright Start Learning Center 501(c)(3) is looking for a Director to lead our early childhood center. **We encourage all director-qualified early childhood professionals to apply.**

Bright Start is currently licensed for 10 toddlers and 15 preschoolers, and will consider expanding in the future. This position is a terrific opportunity to bring educational vision and inspiration to an established, well-attended program. The Director will be responsible for overall leadership of Bright Start's early childhood center, from managing state licensure requirements to family communications and program delivery. The Director will guide our program to meet the childcare needs of our vibrant, rural Lake County community. The Director must ensure that Bright Start children and families experience a loving, nourishing, and educational environment; families are well informed and engaged; staff are inspired and developing as professionals; and our community has a multi-year vision for quality early childcare. Under the Bright Start Board of Directors, the Director operates the childcare program in conformance with all relevant state license rules and regulations.

Primary Duties and Essential Functions of the Director:

State Licensure

- Ensure Bright Start is meeting or exceeding all state rules and regulations including but not limited to: keeping staff and children files up-to-date and frequently updated, documentation of required continuing education for staff, fire drills, mental health consultations, scheduling annual public health and fire inspections.
- Ensure staff have completed the state required yearly trainings and have meet the required minimum of 15 hours of training through the Professional Development Information System (PDIS)

Leadership

- Create and maintain a culture of professionalism, excellence, and vibrancy
- Cultivate an inclusive environment that is welcoming to people of all backgrounds, identities, and life circumstances
- Foster a collaborative approach to early childhood education and care between staff, families, community partners, and the Board of Directors
- Plan for and support long term organizational vision
- Regularly reports to Board of Directors

- Attend monthly Board of Directors, Child Care Coalition, Rocky Mountain Early Childhood Council meetings
- Oversee and regularly evaluate curriculum, lesson plans, and daily routines to ensure quality standards are in place
- Lead staff and volunteer hiring, training, supervision, scheduling, and regular evaluations
- Coordinate daily operations
- Schedule and attend professional development trainings
- Participate in relevant local and regional councils and partnerships (RMECC, Child Care Coalition)
- Update all Bright Start materials as needed including but not limited to: advertising materials, social media, *Employee Handbook*, *Family Handbook*, job descriptions, etc.
- Communicate with staff and families of any holidays, inclement weather, illness outbreaks, or emergency closures effectively and in a timely manner
- Respond to emergencies and critical incidents
- Coordinate bridging conversations with Lake County Elementary School for shared students
- Providing staff members with learning resources and opportunities

Financial Management

- Collaborate with Board of Directors and Accountant to establish and adhere to operational budget
- Adhering to the monthly budget created by the Board of Directors
- Process and track all enrollment, billing, and tuition through Brightwheel, including CCCAP and UPK
- Pursues grant funding opportunities through Lake County Community Fund, Summit Foundation, The Buell Foundation, and other foundations
- Ensure compliance to grant tracking and reporting and submitting the appropriate documentation
- Creating and tracking monthly expenses through financial folders. Submit them to the Board Treasurer

Family Engagement

- Maintain ongoing, open communication and engagement with families
- Coordinate parent/teacher conferences
- Facilitate enrollment, admissions and classroom placement
- Coordinate staff and family activities
- Track staff-parent conversations

Administrative Duties

- Track staff timesheets through Brightwheel, paid time off requests, paid time off accrued, sick time used
- Verify and submit payroll to the Accountant on time
 - Include any Paid Time off Request, Sick Leave Forms, or Reimbursement Forms with payroll
- Create a yearly academic calendar and share with families before the beginning of the year
- Create and collaborate with staff on monthly snack menus
- Provide needed learning, health, and cleaning materials for the classrooms as needed
- Pick up food for snacks
- Track yearly PDIS records for all staff and assign trainings as needed
- Schedule CPR & First Aid course and Medicine Administration Training for all staff upon hiring
- Assist staff in updating their credentials through PDIS yearly or as needed
- Communicate with staff in a timely manner if their Paid Time Off requests were approved or denied
- Maintain excellent records and documentation both in digital and physical formats

Essential Qualifications and Expectations

- Meets qualifications for Large Center Director with the State of Colorado.
- Experience hiring and supervising staff in a childcare or educational setting
- Experience managing a budget
- Good communication, problem solving, organizational skills
- Experience with computers, tablets, mobile devices and other office technology
- Ability to learn new technology tools and platforms that further the mission or support the operation of BSLC
- Experience planning and implementing educational activities
- Experience managing confidential information

Desired skills:

- Spanish language fluency and literacy
- Ability and excitement to guide the program towards a bilingual model
- Cultural humility, and experience with multicultural communities
- Grant seeking and fundraising
- Competency with Google G-Suite, Wix website, social media, and Zoom

Work Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Walk on field trips around town, local parks, etc.
- Stand, sit, stoop, kneel, squat, bend, and crawl
- Lift and carry children of all sizes and weights in your care.

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

To apply, please send a resume, cover letter, and a list of 3 professional references with contact information to brightstartboard@gmail.com before March 17th.

Bright Start Learning Center celebrates all employees, students and families for who they are. We are an equal opportunity employer looking for a diverse team to serve our diverse community.