

JOB TITLE: Subdirector

CLASSIFICATION: Full-time. Exempt.

SUPERVISOR TITLE: Director (or Bright Start Board of Directors if Director is absent)

COMPENSATION AND BENEFITS: **\$23-\$26 hourly, non-exempt (eligible for overtime);** Paid Medical Leave & Paid Time Off; health insurance and retirement options; 12 weeks paid parental leave; free enrollment for 1 qualified child and 50% tuition discount for additional children; priority enrollment for children. **\$200 hiring bonus, \$300 6 mo. bonus, \$500 12 mo. bonus.**

****When filling in for the Director for more than 10 consecutive program days, the Sub Director's pay will become salaried, exempt in the Director Pay range (currently \$54,800 - \$62,400 or an equivalent to \$26-\$30/hour).**

LOCATION: Leadville, Lake County, Colorado

STARTING DATE: Late May or early June 2024 (negotiable)

Position Summary

Bright Start Learning Center 501(c)(3) is looking for a Subdirector to support the Director in leadership of our early childhood center. The Subdirector would be required to step into the director role if the Director were on leave or could not be physically present at the Center for extended periods. This position can be structured in one of two ways: the Subdirector can play the role of a lead teacher during the majority of their hours, and support the Director when needed. Alternatively, the Subdirector could play an administrative role supporting the Director from a **Business Administrative side**. Scroll down to learn about each option. In both cases, the Subdirector must be **director-qualified in early childhood**.

Bright Start is currently licensed for 10 toddlers and 15 preschoolers, and will consider expanding in the coming year. This position is a terrific opportunity for a lead teacher looking to take on more leadership or for an early childhood professional looking to exit the classroom and build out the business side of the organization.

Essential Functions and Expectations of the Sub-director:

Required Skills

- Meets qualifications for Large Center Director with the State of Colorado.
- 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 of BSLC
- Experience managing confidential information
- Maintain open communication with parents and other staff

Desired Skills:

- Spanish language fluency and literacy
- Excitement to support the program's transition towards a bilingual model in the future
- Cultural humility, and experience in working with multicultural communities
- Competency with Google G-Suite, Brightwheel, and Wix website updates

State Licensure

Support the Director in ensuring that Bright Start is meeting or exceeding all state rules and regulations including but not limited to: child files, fire drills, nurse consultation, dietician consultation, general site maintenance, etc.

Leadership

In the absence of the Director, the Subdirector will step into the role of the Director and execute the following leadership responsibilities while the Director is out.

- 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 and families
- Oversee and regularly evaluate curriculum, lesson plans and daily routines to ensure quality standards are in place
- Coordinate daily operations
- Respond to emergencies and critical incidents
- Attend and possibly lead staff meetings in absence of director
- Ensure compliance with all licensing regulations and requirements
- Maintain communications with Board of Directors and families of Bright Start

Subdirector / Lead Teacher

Classroom Management and Culture

- Plan and implement educational activities
- Encourage and promote positive behaviors in the classroom
- Observe and track children's development
- Improve classroom environment to fit the developmental and physical needs of children

Childcare Philosophy

- Attend children's basic needs such as: feeding, changing diapers, dressing them, interacting.
- Establish nurturing, positive, and welcoming environments for children and families
- Implement various learning methods through stories, games, art, self-initiated play
- Support child's strengths as a co-learner
- Promote diversity in the classroom

Professional Development

- Show an interest in wanting to pursue further educational opportunities through trainings or courses
- Participate in trainings and professional development activities/meetings
- Complete and maintain annual training requirements
- Mentor junior staff

Other duties

- Support administrative tasks of Director as needed
- Other duties as assigned in order to ensure quality operations

ALTERNATIVELY

Subdirector / Business Administrator

Administrative Duties

- Submit all timesheets to the bookkeeper
- Support in tracking all enrollment and billing, including CCCAP and UPK
- Facilitate enrollment, admissions, and classroom placement
- Maintain staff files and paperwork up to date
- Help make decisions in hiring and supervising staff

Financial Management

- Collaborate with the Director and Board of Directors to establish and adhere to operational budget
- Pursue grant funding opportunities, and ensure compliance to grant tracking and reporting
- Help track budget and how to use it efficiently

Family Engagement

- Maintain ongoing, proactive open communication and engagement with families
- Help coordinate parent/teacher conferences
- Support in coordinating staff and family activities

Other duties

- Teach in classrooms as needed due to staff absences, or to help teachers get breaks
- Other duties as assigned in order to ensure quality operations

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 brightstartlcdirector@gmail.com. Open until filled.

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.