

To apply please send your cover letter and resume to Debbie Putney at education@blackforestcommunitychurch.org.

JOB TITLE: Director

LOCATION: First Step Preschool, Black Forest Community Church

ORGANIZATIONAL RELATIONSHIPS: This position reports to the First Step Preschool board. Requires contact with other church boards, staff members, students, parents, and supervisors. Contacts are generally of a nature requiring disseminating and discussing routine information, but may occasionally involve sensitive issues or situations.

POSITION SUMMARY: Primary responsibility is to establish and maintain the smooth professional operation of all aspects of the school. The director also establishes and maintains a positive personal relationship among the children, parents and staff, as well as maintain a warm, friendly environment. The position also demonstrates knowledge and competence of early childhood learning and applies current technical and professional standards.

ESSENTIAL DUTIES/FUNCTIONS:

The following statements are illustrative of the essential functions of the job and other key duties that may be required. The description may not include all functions performed by the incumbents in various locations. The Preschool Board reserves the right to modify or change the duties or the essential functions of this job at any time.

- Consistently shows for work as scheduled
- Responsible for preparing yearly staffing design and hiring of required staff in collaboration with the preschool board
- Tracks staff work days
- Develops curriculum with assistance of staff
- Coordinates and attends conferences and other school activities
- Communicates to board and pastor regularly
- Regular classroom observation both formal and informal
- Sets beginning of the year goals for all staff, midyear and end of year evaluations
- Performs other duties as assigned
- Assumes the position of teacher if enrollment declines which impacts the financial condition of the school to fund a teaching position, or as needed when a teacher is absent
- Attains proficient or higher evaluations on established Performance Standards
- Budget management including monthly reports to board and budget projections
- Oversees licensing and coordinates professional development
- Provides monthly staff meetings
- Develops school calendar that runs concurrent with Academy District Twenty calendar
- Assists teachers to maintain, order, and organizes inventory of materials
- Assists teachers to collect data for assessment and monitoring purposes
- Assists in first aid/emergency care
- Supports successful student behaviors
- Supervises teachers and assistant teachers
- Provides long range planning including presenting board with capital project requests
- Responsible for compliance with Colorado Office of Early Childhood requirements

- Coordinates all local and federal inspections, drills and trainings
- Responsible for school closures outside of Academy District Twenty closures
- Assists monitoring students during recess if needed
- Volunteer coordinator
- Attends all First Step Preschool board meetings
- Coordinates all volunteer and fund raising activities
- Maintains records for each student and staff member along with injury reports for 3 years
- Attends ongoing training, and meetings as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in operating computers and using software
- Leadership
- Strong organizational and interpersonal skills
- Strong communication skills
- Ability to maintain confidentiality
- Ability to follow oral and written instructions
- Ability to establish and maintain effective working relationships with the boards, coworkers, students, and parents
- Ability to work independently
- Ability to be flexible and patient in work demands
- Ability to provide a warm and caring attitude toward students and staff
- Ability to understand and work with children possessing developmental, health, and severe needs
- Skills in behavior management

STAFF EVALUATION RESPONSIBILITY: Teachers

REQUIRED QUALIFICATIONS:

- Colorado Shines Level 4
- Must possess, or be willing to obtain and renew/maintain, CPR and First Aid certification
- Willing to attend professional learning related to the job professional learning opportunities related to the position
- Willing to be trained to carry out delegated nursing practices

PREFERRED QUALIFICATIONS: Bachelors or Masters Degree

SALARY: \$20 - \$22 hourly

WORK DAYS PER YEAR: 179

NUMBER OF DAYS PER WEEK: 5

HOURS: 5 hours daily

POSITION STATUS: Part-Time

BENEFIT ELIGIBILITY:

FLSA STATUS: Non-Exempt

36 paid vacation days

One child may attend tuition free

Two paid professional development days up to \$100 each

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a staff member typically encounters while performing the essential functions of this job. They are included for informational purposes and are not all-inclusive.

- The noise level in the work environment may alternate among quiet, moderate, and loud.
- The incumbent is frequently required to interact in person and through communication methods with the students, public, and/or other staff.
- The incumbent is required to work normal school/work hours and/or days.
- The incumbent may be required to work extended school/work hours and/or days as directed.
- Work is generally performed in a classroom setting.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all-inclusive. All physical demands, if listed, are considered essential functions.

- Sits, stands, walks, stoops, kneels, and crouches/squats while performing duties
- Has oral and auditory capacity enabling interaction interpersonally and/or through communication devices
- Uses eyes, hands, and finger coordination enabling the use of equipment and writing utensils
- Lifts/pushes/pulls or carries weights up to 50 lbs.; may have to lift students when assistance is required
- Conducts activities involving: stooping, kneeling/bending, crouching/squatting, twisting, and reaching

COGNITIVE FUNCTIONS:

The following are some of the cognitive functions commonly associated with this position. They are included for informational purposes and are not all-inclusive. The staff member may be required to analyze, communicate, compare, compile, compute, coordinate, copy, evaluate, instruct, negotiate, synthesize, and use interpersonal skills.

PERFORMANCE STANDARDS:

In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, Colorado Law and district administrative policy AC E 1 (Nondiscrimination/Equal Opportunity), Academy District 20 does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender identity/expression, national origin, religion, ancestry, need for special education services, age, marital status, genetic information, or physical characteristics in admissions, access to, treatment, or employment in educational programs or activities which it operates.

LAST REVIEWED BY:

LAST REVIEWED DATE: