

## Early Learning Center Director Job Description

New Legacy Charter High School is a free, public school for pregnant and parenting teens opening in northwest Aurora in August 2015. We offer students a rigorous, relevant, and engaging education so they are empowered with the skills needed to raise healthy children and graduate prepared for success in college and careers. Our vision is to see young families creating a legacy of education leading to compelling careers, financial independence, and positive parenting. Our school model includes combining flexibility with a strong school culture based on healthy relationships and student leadership.

We will have an on-site early learning center for our students' children. The early learning center also serves as a learning lab for the young parents as they learn about healthy child development and positive parenting. The on-site early learning center will be a nurturing and educational environment for both children and their teenage parents.

### General Position Description

The Early Learning Center (ELC) Director is responsible for ensuring the health, safety, and quality of education, for all children within the center's care. The ELC Director is directly accountable for overall operational management in accordance with well-established guidelines, including curriculum development, staff and facilities management, financial management, legal compliance, and long range planning. The ELC Director ensures that the needs of the students and the goals of the center are met appropriately.

### Employment Status

This is a full-time, non-exempt, at-will position. The ELC Director reports directly to the New Legacy Charter High School Principal.

### Key Responsibilities

- Establish a vision for quality for the center. Manage adherence to quality standards in accordance with the vision and with state and local requirements. Maintain quality effectiveness measurements.
- Develop general educational curricula; collaborate with staff to develop positive learning activities.
- Hire and supervise all ELC staff members, including providing new employee orientations and regular feedback and evaluations.
- Manage adherence to state and local regulations.
- Maintain student records in accordance with established enrollment procedures and guidelines.
- Maintain communications with parents of current and prospective students through direct conversation, newsletters and parent handbook; implement community outreach activities to maintain and promote positive community relationships.
- Maintain positive relationships with regulatory agencies; ensure legal and financial compliance.
- Oversee all office functions including payroll, accounts payable and receivable, tuition billing and payment, human resources, staff supervision and purchasing.
- Secure funding through various sources including Colorado Childcare Assistance Program (CCCAP), Colorado Preschool Program (CPP), and Career and Technical Education (CTE).
- Secure grant funding to address revenue needs not covered through other sources.
- Resolve conflicts including corrective action when necessary to ensure a positive experience for everyone.
- Manage budget planning and review.

- Establish illness and emergency procedures; ensures staff is trained appropriately.
- Implement a strategic plan and goals in keeping with the mission of program.
- Ensure students' and children's cultural backgrounds are appropriately recognized and cultural activities are integrated into education program and training.
- Lead regular professional development opportunities for staff.
- Maintain a personal professional development plan to ensure continuous quality improvement.
- Participate collaboratively as a member of the New Legacy Charter High School leadership team, including attending weekly meetings and maintaining open and positive communication.
- Perform other duties as assigned.

### **Qualifications and Educational Requirements**

- Bachelor's Degree in early childhood education or related field of study with a minimum of 30 credits in ECE.
- Minimum of 3 years of experience working in a supervisory position in an early childhood education setting
- Experience starting an early learning center preferred.
- Must meet State of Colorado Department of Human Services Center Director Qualifications and must have and maintain current center director licensure.
- Compliance with other regulatory requirements as applicable.
- Clearance of CBI and Central Registry check and post-employment physical.
- Reliable vehicle and valid State of Colorado driver's license and evidence of current automobile insurance with at least the minimum Colorado State liability requirements.
- Proficiency in Office Suite (2007).
- Effective verbal and written communication skills.
- Pediatric First Aid/CPR (may be obtained after employment).
- Universal Precautions and Medication Administration (may be obtained after employment).
- Bilingual or basic understanding of Spanish preferred
- High energy.
- Strong oral and written communications skills; technology skills.
- Ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Strong finance and budgeting skills.
- Excellent leadership, organizational, and interpersonal skills.

### **Physical Requirements**

- Safely lift a child or children with total weight of 50 pounds
- Conduct activities involving substantial standing, walking and moderate sitting, stooping, kneeling, bending, crouching, crawling, twisting, and reaching on a frequent basis.
- Work with hands above shoulder height with a weight up to 20 pounds.
- Work with arms extended at shoulder height with a weight up to 20 pounds.
- Must be able to stoop, bend and kneel on the floor without assistance
- Must be able to walk within a 4 square block of the center and lead / attend field trips within the community riding on public transportation or rental vehicle
- Push, pull, playground equipment, art supplies, manipulate office equipment, etc.
- Participate in routine conversation in person or via telephone and distinguish telephone, radio/pager signals, alarms and other auditory tones



## **What It Means to be a New Legacy Team Member**

We seek mission-aligned team members who are hard-working, collaborative, passionate, and flexible. We seek individuals from diverse backgrounds who thrive in a student-centered environment of respect, trust, and high expectations. We seek individuals who are relational and care deeply about meeting the needs of young parents through a strong academic program. As a startup organization, we seek individuals who enjoy building something from the ground up and who are comfortable with the uncertainty that typically accompanies the creative process.

## **How to Apply**

To apply for the Early Learning Center Director position, submit a cover letter, resume, and statement of interest (explaining why you are interested in working for New Legacy Charter High School) to Jennifer Douglas, Principal, at [jdouglas@newlegacycharter.org](mailto:jdouglas@newlegacycharter.org).

## **Other Information**

New Legacy Charter High School and the associated early learning center will be opening in August 2015 at 2091 North Dayton Street, Aurora, CO 80010. Our temporary address is P.O. Box 1718, Aurora, CO 80040.