LITTLE BOOTS EARLY LEARNING CENTER, INC. (‘LITTLE BOOTS ELC’), THE NEWEST HIGH-QUALITY CHILD CARE PROVIDER IN ADAM’S COUNTY, IS IMMEDIATELY FILLING ALL POSITIONS INCLUDING THE CENTER DIRECTOR, CENTER COOK, INFANT NURSERY SUPERVISOR (‘INS’), ECE TEACHERS (LEAD TEACHERS) AND TEACHER ASSISTANTS!

At LITTLE BOOTS ELC, we nourish curiosity through purposeful experiences to create a future full of lifelong learners. From each family member to the classrooms, where learning comes to life, we’re united by a passion to create a world of learning, joy and adventure for more than 150 children ages six-weeks through 12 years, every day.

If you’re passionate about inspiring children and teachers alike, to learn and grow, a role with LITTLE BOOTS could be just for you! The potential candidate should be passionate about educational excellence and empowering young children. As an employee, you will use our creative curriculum as a framework to create unique and engaging classroom experiences.

The LITTLE BOOTS staff is committed to making the new center successful and know that meaningful relationships with children, families, and their fellow teachers are important to success.
When you join our team as the Center Director you will:

- Lead and supervise a team of teachers and teacher aids to create unique and engaging classroom experiences, leverage and develop “best in class” educators to be passionate and committed professionals.
- Ensure that the center is operating effectively; maintain licensing, safety, and educational standards (below).
  - Licensing: [http://www.coloradoofficeofearlychildhood.com/childcarecenter](http://www.coloradoofficeofearlychildhood.com/childcarecenter)
  - Health: [https://www.colorado.gov/pacific/cdphe/child-care](https://www.colorado.gov/pacific/cdphe/child-care)
- Partner with parents with a shared desire to provide the best care and education for their children.
- Cultivate positive relationships with families, teachers, center owners and shareholders, state licensing authorities, Tri-County Health Department, and community contacts.
- Lead recruitment and enrollment efforts of new families and children.
- Lead recruitment efforts of new staff; Hiring, training and supervision of all staff in the center. This means ensuring all required background and criminal checks are completed in a timely fashion and according to policy.
- Conducting staff meetings, trainings and orientation procedures; implementing new policies (when applicable).
- Understand, monitor, implement and facilitate Center’s child assessment system. (TS. Gold).
- Responsible to reporting all incidents to the proper owner, regulating authorities and notify parents. Failure to report an incident to the owner and authorities will result in immediate dismissal.

**JOB RESPONSIBILITIES:**

- Have experience working with children ages 6 weeks to 12 years.
- A love for children and a strong desire to make a difference every day.
- Ability to build relationships with families and coworkers and create a dynamic environment where play and learning happens.
- Outstanding customer service skills, strong organizational skills, and the ability to multi-task and manage multiple situations effectively.
- CPR and First Aid Certification or willingness to obtain.
- Must meet state specific guidelines for the role.
- Must be physically able to use a computer with basic proficiency, lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- Ability to speak, read, and write English.

**JOB QUALIFICATIONS & REQUIREMENTS:**

(7.702.42 Director Qualifications - Large Child Care Center [Rev. eff. 2/1/16])

A. The educational requirements for the director or substitute director of a large center must be met by satisfactory completion of one of the following. (All course hours are given in semester hours, but equivalent quarter hours are acceptable.) Official college transcripts must be submitted to the Department for evaluation of qualifications

1. A Bachelor degree in early childhood education from a regionally accredited Colorado college or university; or,
2. A current early childhood professional Credential Level IV Version 2.0 as determined by the Colorado Department of Education; or,
3. Completion of all of the following three (3) semester hour courses from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas:
a. Introduction to early childhood professions;
b. Introduction to early childhood lab techniques;
c. Early childhood guidance strategies for children;
d. Early childhood health, nutrition, and safety;
e. Administration of early childhood care and education programs;
f. Administration: human relations for early childhood professions or introduction to business;
g. Early childhood curriculum development;
h. Early childhood growth and development.
i. The exceptional child; and,
j. Infant/toddler theory and practice; or the Department approved expanding quality infant/toddler training; or,

4. Completion of a course of training approved by the Department that includes course content listed at Section 7.702.42, A, 3, a-j, and experience listed at Section 7.702.42, B.

B. The experience requirements for the director of a large center must be met by completion of the following amount of work experience in a child development program, which includes working with a group of children in such programs as a preschool, child care center, kindergarten, or Head Start program:

1. Persons with Bachelor’s or Master’s degree with a major emphasis in child development, early childhood education, early childhood special education, or an early childhood professional Credential Level IV Version 2.0 as determined by the Colorado Department of Education; no additional experience is required.
2. Persons with a 2-year college degree in early childhood education must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.
3. Persons with a Bachelor’s degree and completion of courses specified in Sections 7.702.42, A, 3, a-j, must have twelve (12) months (1,820 hours) of verified experience working directly with children in a child development program.
4. Persons who have no degree but have completed the thirty (30) semester hours specified in Section 7.702.42, A, 3, a-j, must have twenty-four (24) months (3,640 hours) of verified experience working directly with children in a child development program.
5. Verified experience acquired in a licensed Colorado family child care home or school-age child care center may count for up to half of the required experience for director qualifications. To have Colorado family childcare home experience considered, the applicant must be or have been the licensee. The other half of the required experience must be working directly with children in a child development program.
6. Experience with five (5) year olds must be verified as follows:
   a. If experience caring for five year old children occurs in a child care center classroom, the hours worked shall be counted as preschool experience;
   b. If experience caring for five year old children occurs in an elementary school program, the hours worked shall be counted as school-age experience.

WAYS TO APPLY:
1) Email your Cover Letter and Resume to littlebootslearning@gmail.com with the desired Position Title in the Subject Line
2) Download our Application Here (https://drive.google.com/file/d/0B0z6vYZOvi1rRHlIRnQ5SVQ1MEk/view?usp=sharing)
3) Mail or Drop-off Completed Application: 11840 DELAWARE CT. NORTHGLENN, CO 80234
4) Email Completed Application to: littlebootslearning@gmail.com
5) Fax Application to (303) 451-5986
POSITION: INFANT NURSERY SUPERVISOR (‘INS’)
Reports to: Owner / Director

When you join our team as the INS / ECE TEACHER you will:

- Lead, coach and mentor less experienced teachers in your classroom; model behaviors and provide feedback.
- Implement Creative Curriculum in a way that is consistent with the unique needs of each child.
- Create a safe, nurturing environment where children can play and learn.
- Partner and communicate with parents, with a shared desire to provide the best care and education for their children.
- Support the center’s success; partner with center staff and leadership to achieve goals around enrollment, accreditation, and engagement.
- Cultivate positive relationships with families, teachers, state licensing authorities, Tri-County Health Department, center’s owners/shareholders, and community contacts

JOB RESPONSIBILITIES:

- Have experience working with children ages 6 weeks to 12 months.
- A love for children and a strong desire to make a difference every day.
- Ability to build relationships with families and coworkers and create a dynamic environment where play and learning happens.
- Outstanding customer service skills, strong organizational skills, and the ability to multi-task and manage multiple situations effectively
- Coursework or a degree in early childhood education or child development or a CDA, Infant Nursery Supervisor qualifications for the State of Colorado (ECE 101, 103, 111 minimum)
- CPR and First Aid Certification or willingness to obtain
- Must meet state specific guidelines for the role
- Must be physically able to use a computer with basic proficiency, lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- Ability to speak, read, and write English.

JOB QUALIFICATIONS & RESPONSIBILITIES:

(7.702.46 Infant Program Staff [Rev. eff. 2/1/16])

The Infant Nursery Supervisor must have verified training and experience in one of the following:

a. A registered nurse, licensed to practice in Colorado, with a minimum of 6 months of experience in the care of infants.

b. A licensed practical nurse, licensed to practice in Colorado, with twelve (12) months of experience in the care of infants.

c. An adult who holds a certificate in infant and toddler care from a regionally accredited college or university with completion of a minimum of 30 semester hours in the development and care of infants and toddlers in a group setting.

d. An adult who is currently certified as a Child Development Associate (CDA) and has completed the Department approved expanding quality in infant and toddler development course of training.

e. An adult who:
   1) Holds a current early childhood professional Credential Level III Version 2.0, as determined by the Colorado Department of Education;
   2) Has completed one three-semester-hour class in infant/toddler development; or,
   3) Has completed the Department-approved “Expanding Quality in Infant and Toddler Development” and holds twelve months of verifiable full-day experience working with infants and/or toddlers.
f. An adult who:
   1) Is at least nineteen (19) years of age, and,
   2) Is qualified as an early childhood teacher (Section 7.702.44, A), and,
   3) Has a minimum of twelve (12) months of verifiable full-day experience in the group care of infants or toddlers; and,
   4) Has completed at least two (2) three (3)-semester hour college courses from a regionally accredited college or university on the development and care of infants and toddlers in a group setting, one (1) of which must be infant/toddler development or the Department approved expanding quality in infant and toddler development course of training.

g. An adult who:
   1) Is at least 19 years of age; and,
   2) Is qualified as an early childhood teacher (Section 7.702.44, A); and,
   3) Has at least two (2) years of verifiable full-day experience in the group care of infants or toddlers; and,
   4) Will complete within the first 6 months of employment two (2) three semester hour college courses from a regionally accredited college or university with one of the courses being infant/toddler development or the Department approved expanding quality in infant and toddler development.

POSITION: ECE TEACHER (formerly GROUP LEADER)
Reports to: President / Director

When you join our team as the Lead Teacher you will:

- Lead, coach and mentor less experienced teachers in your classroom; model behaviors and provide feedback.
- Implement Creative Curriculum in a way that is consistent with the unique needs of each child.
- Create a safe, nurturing environment where children can play and learn.
- Partner and communicate with parents, with a shared desire to provide the best care and education for their children.
- Support the center’s success; partner with center staff and leadership to achieve goals around enrollment, accreditation, and engagement.
- Cultivate positive relationships with families, teachers, state licensing authorities, Tri-County Health Department, center’s owners/shareholders, and community contacts

JOB RESPONSIBILITIES:
- Have experience working with children ages 6 weeks to 12 months.
- A love for children and a strong desire to make a difference every day.
- Ability to build relationships with families and coworkers and create a dynamic environment where play and learning happens.
- Outstanding customer service skills, strong organizational skills, and the ability to multi-task and manage multiple situations effectively
- Coursework or a degree in early childhood education or child development or a CDA, ECE Teacher qualifications for the State of Colorado (ECE 101, 103 minimum)
- CPR and First Aid Certification or willingness to obtain
- Must meet state specific guidelines for the role
- Must be physically able to use a computer with basic proficiency, lift a minimum of 40 pounds, and work indoors or outdoors. Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- Ability to speak, read, and write English.
An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and must meet at least one of the following qualifications:

a. A Bachelor’s degree from a regionally accredited college or university with a major area of study in one of the following areas:
   1) Early childhood education;
   2) Elementary education;
   3) Special education;
   4) Family and child development;
   5) Child psychology.

b. A Bachelor’s degree from a regionally accredited college or university with a major area of study in any area other than those listed at Section 7.702.54, A, 1, and additional two (2) three-semester hour early childhood education college courses with one course being either introduction to early childhood education or guidance strategies.

c. Current early childhood professional Credential Level III Version 3.0 as determined by the Colorado Department of Education.

d. A 2-year college degree, sixty (60) semester hours, in early childhood education from a regionally accredited college or university, which must include at least two (2) three-semester hour courses, one of which must be either introduction to early childhood education or guidance strategies; and at least six (6) moths (910 hours) of satisfactory experience.

e. Completion of twelve (12) semester hours from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas in early childhood education and one of the three (3) semester hour courses must be either introduction to early childhood education or guidance strategies; plus nine (9) months (1,395 hours) of verified experience in the care and supervision of four (4) or more children less than six (6) years of age who are not related to the individual.

f. Completion of a vocational or occupational education sequence in child growth and development plus twelve (12) months (1,820 hours) of verified experience in the care and supervision of four (4) or more children less than six (6) years of age who are not related to the individual.

g. Current certification as a Child Development Associate (CDA) or other Department-approved credential.

h. Completion of a course of training approved by the Department that includes training and work experience with children in a child growth and development program plus twelve (12) months (1,820 hours) of verified experience in the care and supervision of four (4) or more children less than six (6) years of age who are not related to the individual.

Satisfactory experience includes being a licensee of a Colorado family childcare home; a teacher’s aide or teacher in a childcare center, preschool, or elementary school, plus either:
   1. A current Colorado Level I credential; or,
   2. Two (2) three-semester hour early childhood education college courses from a regionally accredited college or university, at either a two year, four year or graduate level, in each of the following subject or content areas with one course being either introduction to early childhood education or guidance strategies.