



Transforming Parents' Lives. Improving Children's Futures.

JOB DESCRIPTION

Learning Center Director

☒ **Exempt** ☐ **Non-Exempt:**

Creation/Revision Date: March 14, 2024

Division/Department: Learning Center

Reports to: President/CEO

Supervises: All LC Staff (Assistant Director – Operations, Assistant Director - Child & Health Enrollment Manager, Administrative Assistant, ECE Teachers and Teacher's Aides)

Summary/objective:

The Warren Village United Airlines Early Learning Center serves children ages 6 weeks to 11 years old in a comprehensive, high quality early learning environment. The Learning Center is a Colorado Shines 5 Star quality recognized center. Teaching teams provide a supportive and nurturing learning environment that fosters the development of the whole child. There is a strong emphasis on teacher training and application of Conscious Discipline®, an innovative social-emotional learning and classroom management program designed to give teachers the skills they need to address the emotional and social issues of children. The Director leads all Learning Center educational programming and operations.

This position is part of the Executive Team.

Warren Village recognizes that our backgrounds are broad and our talents are many, from different lived experiences. We value and leverage our differences to encompass and reflect the communities we serve. We align our policies, practices and resources so that people of all races, cultures, identities and socioeconomic status may feel valued and respected.

Essential Functions and Responsibilities:

- **Program:**
 - Oversees the implementation of all core curricula and daily routines.
 - Partners with administrative and teaching teams in the development of strong parent involvement.
 - Acts as an advocate while conducting tours and performing speaking engagements, as needed, on behalf of Warren Village to donors and other members of the community.
 - Coordinates with Family Services Staff on issues impacting families.
 - Utilizes formal and informal evaluations to improve family support and Learning Center operational and educational quality.
 - Ensures the Learning Center maintains a Colorado Shines 5-star quality of care.
- **Staff:**
 - Recruits, interviews, and hires Learning Center staff.
 - Actively and effectively manages internal communication
 - Directly and effectively handles conflict within the team to ensure lasting competency and growth
 - Supervises and mentors Learning Center staff, in conjunction with LC administrative staff

- Conducts performance evaluations/assessments and goal setting with staff.
- Recommends appropriate HR and staff evaluation actions
- Ensures compliance with all Warren Village and Learning Center personnel policies and procedures.
- Oversees the planning and implementation of staff training on an on-going basis.
- Administration:
 - Ensures compliance and upholds standards with all government, center related fiscal and program support contracts, (i.e., government childcare reimbursements, USDA, Head Start) and with Warren Village organizational policies and procedures.
 - Ensures the Learning Center is compliant with all federal, state, and county child care rules.
 - Administers operational records and procedures to assure that all staff and child files are current and in excellent order.
 - Develops and regularly reports on departmental goals and indicators within the Strategic Framework.
 - Participates in Executive Management Team meetings and activities.
 - Oversees consultants and coaches' work.
 - Ensures that all staff understand and can carry out their part in the different types of drill procedures.
 - Ensures accurate student counts on a daily basis.
 - Facilitates family and staff events in conjunction with administrative team.
- Financial:
 - Assists relevant Finance staff to develop and administer the annual Learning Center budget ensuring appropriate resources for programs and staffing, while minimizing expenses and meeting budget goals.
 - Works in conjunction with and supports other staff and community partners to maximize resources and secure new revenues to support children, teachers and families associated with the Center.
- Facilities:
 - Ensures the proper maintenance, cleanliness, and safety of the Learning Center facilities.
 - Ensures that facilities meet licensing, safety, and health requirements.
 - Perform other duties may be required for successful operation of the Learning Center as indicated by agency objectives or requested by the CEO.
- Other duties as assigned.

Competencies and Traits:

- Passionate about, and deeply committed to, early learning and quality care
- Understands best practices and regulations of running a large early learning center (birth-age 10) and the demonstrated ability to competently lead one.
- Demonstrated skills in designing, organizing, and implementing early childhood curricula, child assessment programs, and best instructional practices.
- Strong and effective communication (written and oral) skills
- Adept at dealing directly and clearly with conflict to achieve resolution and lasting growth
- Committed to Warren Village's mission and culture and achieving an equitable and inclusive environment
- Excellent staff management, organizational, and leadership skills with an educational environment.
- Understanding and knowledge of Microsoft Office software.
- Understands adult learning and effective strategies.
- Ability to relate to and work with diverse groups of adults and children.

- Ability to work independently and self-motivate.
- Ability to work occasional night and weekend hours within the work week.

Minimum Qualifications:

- Possess a valid and current Colorado Large Center Director's Certificate.
- Bachelor's Degree (BA) in Early Childhood Education, or other related field or at least 8 years of work experience in an educational field.
- Three years' of successful experience leading all aspects (instructional, operational, & financial) of an Early Learning Center including program development and evaluation, working with low-income, diverse populations.
- Evidence of continued professional development (course work, workshops, professional contacts/network, early childhood association member).
- Working knowledge of Colorado licensing requirements for Early Childhood Education Centers.
- Able to pass the state of Colorado and out-of-state background checks, as needed.
- A valid Colorado driver's license.

Desired Qualifications:

- Master's degree in Early Childhood Education, or other related field or at least 10 years of work experience in an educational field.
- Bilingual or experience with culturally diverse students and families.
- Experience using TS GOLD®.
- Experience with Devereux Early Childhood Assessment, Ages and Stages Questionnaires and/or Early Screening Inventory.
- Knowledge of Creative Curriculum® and Conscious Discipline®.
- Knowledge of ECERS-3® and/or ITERS-3® and CLASS®.
- Experience with a Two Gen holistic services environment, particularly in an affordable housing context.

Work Environment:

The working environment is an approximate balance 50% office work using a personal computer and other office related equipment to 50% movement inside and outside the center.

This position frequently communicates with staff, families, children, community support agencies, and consultants which requires the ability to exchange accurate information in these situations. Work may involve moderate exposure to unusual elements, such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be exposed to sick or sometimes contagious/ill children and must therefore be conscious of ensuring the health and safety of the kids, their parents, school personnel and themselves.

Physical Demands:

The person in this position needs to occasionally lift to 25 pounds. There is frequent sitting, standing, walking, bending, and crouching. Activities are completed within and outside the building.

Travel Required: ☐ No ☒ Yes - limited

Signatures:

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for satisfactory completion of this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee: _____

Date: _____

☐ I do not require a reasonable accommodation to complete the essential functions of the position.

☐ I require a reasonable accommodation in order to complete the essential functions of the position.

This job description has been approved by:

Manager: _____

Date: _____