

JOB TITLE: Director

CLASSIFICATION: Full-time. Exempt.

SUPERVISOR TITLE: Bright Start Board of Directors

COMPENSATION: Salary \$50,000 - \$55,000 DOE, negotiable; Paid Sick Leave; Paid Time Off; Health insurance Stipend and Relocation Support negotiable.

LOCATION: Leadville, Lake County, Colorado; remote work may be possible during the initial orientation.

START DATE: 05/03/2021, or sooner; start date is negotiable.

Position Summary

Bright Start Learning Center 501(c)(3) is looking for a new Director to lead the reopening of our early childhood center. **We encourage all director-qualified early childhood professionals to apply!** Our ideal candidate would be bilingual in Spanish and English, and help lead our organization towards a bilingual model in the next 2-3 years, but again, if you're director-qualified, we want to hear from you!

Bright Start is currently licensed for 10 toddlers and 20 preschoolers, and will consider expanding in the coming year. This position is a terrific opportunity to bring educational vision and inspiration to an established, well-attended program. The Director must take initiative to restart a center that will be reopening in a new space, and with a fresh staff team. Our reopening goal is June 28th, 2021. The Director will be responsible for overall leadership of Bright Start's early childhood center. From managing state licensure requirements to family communications and program delivery, the Director will guide our program to meet the childcare needs of our vibrant, rural Lake County community. The Director must ensure that our Bright Start children experience a loving, nourishing educational environment; families are well informed and engaged; staff are inspired and developing as professionals; and our community has a multi-year vision for quality early childcare. Under the Bright Start Board of Directors, the Director operates the childcare program in conformance with all relevant regulations.

Primary Duties and Essential Functions of the Director:

State Licensure

- Ensure Bright Start is meeting or exceeding all state rules and regulations including but not limited to: staff files, child Files, documentation of required continuing education for staff, fire drills, nurse consultation, dietician consultation, etc.

Leadership

- Create and 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, families, community partners, and the Board of Directors.
- Plan for and support long term organizational vision
- Maintain excellent records and documentation both in digital and physical formats
- Regular reports to Board of Directors
- Oversee and regularly evaluate curriculum, lesson plans and daily routines to ensure quality standards are in place
- Lead staff and volunteer hiring, training, supervision, scheduling, ongoing professional development and regular evaluation
- Coordinate daily operations
- Participate in relevant local and regional councils and partnerships

- Update all Bright Start materials as needed, but at least annually, including but not limited to: advertising materials, Employee Handbook, Parent Handbook, job descriptions, forms, etc.
- Respond to emergencies and critical incidents

Financial Management

- Collaborate with Board of Directors to establish and adhere to operational budget
- Verify and submit all timesheets to the bookkeeper
- Process and track all enrollment and billing, including CCCAP
- Pursues grant funding opportunities, and ensure compliance to grant tracking and reporting

Family Engagement

- Maintain ongoing, open communication and engagement with families
- Coordinate parent/teacher conferences
- Facilitate enrollment, admissions and classroom placement
- Coordinate staff and family activities

Essential Qualifications and Expectations

- Meets qualifications for Large Center Director with the State of Colorado.
- Experience hiring and supervising staff in a childcare or educational setting
- Experience managing a budget
- 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 or support the operation of BSLC.
- Experience planning and implementing educational activities
- Experience managing confidential information

Desired skills:

- Spanish language fluency and literacy
- Ability and excitement to guide the program towards a bilingual model in 2-3 years
- Cultural humility, and experience with multicultural communities
- Grant seeking and fundraising
- Competency with Google G-Suite, and Wix website updates

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 brightstartboard@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.