

Site Director  
\$57,750-\$68,250/year salary  
Full time  
Medical & Dental Insurance Available

Reports to the Executive Director

The Site Director is responsible for managing the daily operations of a play-based early learning and care program, including overseeing the daily care of children between the ages of 8 weeks and 6 years, ensuring the emotional and physical safety and wellbeing of all enrolled children, and directly supervising all site staff. The Site Director is also responsible for ensuring the center complies with all CO Department of Early Childhood and CO Department of Environmental Health rules and regulations. This position works with the Director team (Site Directors and Executive Director).

**Qualifications:**

The person selected for this position must be able to meet the requirements of a Level 2 Early Childhood Professional Credential 3.0 per Colorado state rules and regulations. Interested candidates may view the ECPC3.0 worksheet here:

<https://drive.google.com/file/d/10FQQw4q0G01W9Ssczs0o1Kkit2HhkbFV/view>

Additionally, this person must be a sensitive, mature individual who is able to relate well to both young children and adults, provide effective leadership in stressful situations, and support the professional development of their direct reports.

**Responsibilities:**

Responsibilities will include, but will not be limited to, the following:

*Health & Safety - 30%*

- Maintain licensed capacity and staff-to-child ratios at all times and in all classrooms
- Teach in ratio as needed to ensure classrooms meet license requirements
- Assure classrooms are staffed with Early Childhood Teachers and Assistant Teachers who meet at least the minimum requirements for those positions as outlined in state licensing regulations
- Assure all staff receive required trainings prior to contact with children, and then annually as needed
- Facilitate monthly evacuation drills and quarterly shelter in place drills
- Ensure staff properly document all accidents and injuries, notifying the Executive Director of any recurring concerns
- Ensure all classrooms and outdoor spaces are kept free of hazards, including choking hazards for classrooms with students under the age of three
- Know how many children are present in each classroom each day
- Complete and maintain Medication Administration Delegation training

### *Program Leadership & Administration - 30%*

- Work with the Executive Director to ensure appropriate staffing is maintained and notify the Executive Director of any position vacancies.
- Teach in ratio as needed to ensure classrooms meet license requirements
- Participate in the recruitment, interviewing, and onboarding of new teaching staff
- Work with the Assistant Site Director or Co-Director to make sure all staff and child files are kept up to date and meet licensing requirements
- Work as a team with the Site Director at EVCCA's sister school and with the Executive Director
- Supervise teaching staff and provide coaching and support when needed
- Ensure teaching staff meet their annual training requirements and have up to date accounts in PDIS
- Work with the Executive Director to provide all new hires with a 30-day probationary review
- Work with the Executive Director to provide all staff with an annual performance review and a six-month check-in
- Maintain daily attendance records for children and ensure teaching staff maintain daily headcount sheets
- Update family contact information in emergency binders, child files, master roster binder, and ProCare as needed
- Update child enrollment schedules in ProCare and on role sheets as needed
- Create and distribute weekly staffing schedules based on child enrollment
- Ensure direct reports approve their timecards on time
- Assist the Executive Director with developing annual budget by identifying site-specific needs and expense expectations
- Operate within an expense budget provided by the Executive Director. Submit all receipts to the Executive Director within 1 week of purchase, and obtain advance approval for all purchases over \$500.

### *Program Development & Support - 20%*

- Identify areas of professional development with teaching staff and develop individualized development goals and objectives with each staff member
- Work with the Director team to plan and execute monthly staff meetings/trainings
- Recognize and address all personnel, child, and family concerns/issues (in consultation with the Executive Director as needed)
- Collaborate with the Director team to strive for having the same level of high-quality programming and staff available at both Vail Child Care Center and Miller Ranch Child Care Center
- Work with the Executive Director to set site-specific goals and objectives for furthering the mission and philosophy of EVCCA, including the implementation of:
  - Child-directed, play-based learning using the Creative Curriculum
  - Authentic assessment and Teaching Strategies GOLD
  - Reggio Emilia inspired practices
- Develop and maintain positive relationships with all employees

- Identify and provide support for children in need of early intervention services
- Keep consumable supplies, such as cleaning supplies, art materials, etc., stocked
- Work with the Executive Director to ensure classroom furniture and other durable learning supplies are updated and replaced as needed and building facilities needs are met

#### *Communication - 10%*

- Greet and/or have other one-on-one interactions with each family at least once a week
- Manage all incoming and outgoing communication with parents, staff, media, and community members, keeping the Executive Director in the line of communication.
- Use respectful communication to maintain collaborative relationships with all center families
- Inform all families about center events, contagious illnesses circulating in the center, and family conference schedules
- Schedule and document daily morning meetings with staff
- Meet with teachers from each age group monthly to review classroom curriculum and children's individual goals
- Communicate effectively with team members to support individual and program goals

#### *Equity and Inclusion - 5%*

- Ensure all staff read and understand the NAEYC Code of Ethics and how it applies to their work, paying particular attention to **P-1.1 – Above all, we shall not harm children. We shall not participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitive, or intimidating to children. This has precedences over all ....**
- Model a responsibility to speak about race, dominant culture, and structural racism, and how these impact early childhood education, both inside and outside the organization
- Identify organizational power differentials and effect change by exploring alternative leadership models
- Prioritize an environment where different lived experiences and backgrounds are valued and seen as assets to teams and to the organization
- Ensure classrooms are respectful, inclusive, and representative of all families' backgrounds and cultures, not just the majority's
- Support staff in using people first language with children, families, and coworkers

#### *Other duties as assigned*

#### **Qualifications:**

- Colorado Early Childhood Professional Credential 3.0 level 3 or higher
- Hold or be able to obtain in the first 30 days a Colorado Large Center Director credential
- 3 + years of experience in Early Childhood Education or related field
- Supervisory experience
- 18 years of age or older
- Current Adult/Pediatric First Aid & CPR/AED certifications
- Ability to pass a background check

- Ability to work cooperatively on diverse teams and with a variety of clients
- Ability to give, accept, and integrate feedback graciously
- Sincere interest and ability to work with children
- Ability to operate computer systems
- Willing and able to complete tasks both independently and collaboratively in a timely and accurate manner
- Skilled in interpersonal communication in a variety of formats
- Ability to communicate effectively with colleagues and provide high-quality customer service to families

**Preferred Qualifications:**

- Associate's or Bachelor's degree in early childhood education or a related field
- Administrative experience
- Bilingual or multilingual, Spanish preferred

**Work Environment:**

This position operates in settings that could include office, working outdoors in heat or cold, and noisy/loud classrooms, among other settings and conditions not specifically described.

**Physical Requirements:**

- Ability to sit, stand, walk, balance, kneel, and crouch.
- Ability to lift up to 50 lbs., carry up to 30 lbs, bend and stoop.
- Ability to work a varied shift schedule in excess of 10 hours per day.
- Ability to function successfully within environmental conditions inherent to the childcare field. May include, but are not limited to: high noise levels; exposure to bodily fluids; exposure to contagious illnesses; multi-tasking; and short turn-around time on assignments.