



Executive Director Job Description

About [Summit County Preschool](#):

Summit County Preschool is a non-profit, private preschool located in the beautiful mountain town of Frisco, CO. The Preschool is a 4-star Colorado Shines accredited facility that serves children ages 8 weeks to 5 years year-round with the mission of providing the best quality early education and care. With a total of 6 classrooms, we serve up to 70 children. Funding comes primarily from monthly tuition; however, the school also relies on support from state funding, grants, annual fundraisers and donations for operating funds.

The Ideal Director:

- Extensive knowledge and understanding of National and State Education Standards and proven ability to maintain the school at a level exceeding these standards.
- Strong knowledge of nonprofit governance structure (board), efficient leadership and staff structure, and ownership of organizational business decisions.
- Positive, strong and discerning leader.
- Strong communication skills with proven ability to lead with grace, effective conflict management and strong Emotional Intelligence quotient; leads with consistency.
- Ability to establish effective staff structure to achieve organizational goals and meet organizational needs, with an eye for efficiencies.
- Experience representing organizations in political and spokesperson roles.
- Fundraising experience, particularly with grants and grant reporting.
- Flexible and understanding of the operation.

Job Summary:

The Executive Director oversees and manages the overall operations of Summit County Preschool. Responsible for a budget of approximately \$1,140,000 and 23 staff members. This individual is energetic, organized, a problem-solver, cool under pressure and possesses great communication skills. This individual must be passionate about early childhood education, have

an excellent understanding of federal, state and local licensing requirements and be excited about participating in the success of the school from the inside as well as in the outside community.

Job Responsibilities:

Organizational

- Uphold organization's standards and set the example by consistently modeling professional leadership, management and instructional skills while interacting with others. Demonstrate consistency in words and actions.

Staff Management

- Clearly and professionally communicate Early Childhood standards, guidelines, and preschool policies to all staff and stress their importance to the organization.
- Manage & develop staff, including the completion of performance appraisals, supervise the development of individualized goals for staff professional growth and development, as well as supervise the monitoring and evaluation of goal accomplishment.
- Manage hiring process for new staff, including orientation & training. Includes classroom teachers, maintenance personnel, contractors, etc.
- Maintain compliance with federal, state and local laws and regulations covering equal opportunity employment, minimum wages, etc.
- Monitor staff files, making sure all required paperwork is present for background checks, fingerprinting, medical insurance & retirement. Oversees ELV files.
- Develop & implement employee recognition efforts.
- Conduct monthly staff meetings and assign a rotation of lead teacher/administrative attendance and note-taking to be distributed to staff.
- Oversee implementation of the School Curriculum, observe in-classroom effectiveness and implement evaluation techniques.
- Supervise opening/closing checklist duties and ensure janitorial or other staff coverage for duties.
- Assist with class substitution when needed.

Community Relations

- Prioritize town & county government relations to further childcare center, staff & family support and subsidies
- Maintain ongoing communication with Early Childhood Options (ECO)
- Meets with Public Health nurse monthly
- Ensure compliance with accreditation and state licensing requirements as well as all applicable state and federal laws, as well as preschool policies and procedures.

- Attend bimonthly Director meetings to maintain working relationships with other Center EDs
- Ensure ongoing communication with Colorado Preschool Program (CPP), Head Start, CCAP and other integral programs.

School/Facility Oversight

- Oversee daily operations of the school, its programs, staff/child ratios, etc.
- Oversee enrollment, waiting lists, child files, and attendance records with the administrative team.
- Develop an annual school calendar & schedule.
- Oversee and maintain the facility, including necessary improvements, contracts for services, purchasing of equipment and supplies, etc.
- Assist with housekeeping needs and general maintenance of the building
- Oversee and guide technology and efficiency needs.

Board Relations

- Attend monthly board meetings and prepare a monthly Director Report; prepare agenda & board packet in cooperation with board president.
- Assist in recruiting & training new board members alongside the Secretary.
- Participate in board succession planning.
- Act as positive, informative liaison between board and staff.

Fundraising

- Develop strategic fundraising and marketing presentations for high-level sponsors/grantors, including Town of Frisco.
- Seek and apply for grant funding. Manage all current grants and reports per grant schedule and requirements.
- Set fundraising event budget targets and lead other administrators to design and implement fundraising calendar.
- Work with the Board Fundraising Committee to guide board fundraising efforts.
- Oversee and implement processes to ensure the maintenance of the donor database; tracking progress of pending and secured donations; maintaining relationships by issuing thank you notes and donation receipts following every fundraiser.

Administrative

- Develop & maintain annual budget & budget forecasts to achieve and exceed planned financial and enrollment targets with a keen eye toward budget efficiencies without sacrificing quality or service; balances profitability with priorities related to staff and our children and families.
- Manage and approve payroll; maintain staffing records (including COVID Hours for PTO).
- Handle records and requests from families in need of financial assistance; oversee scholarship decision process.

- Maintain board liability insurance, property liability, health/dental/vision insurance, workman's compensation & 401k contracts. Manage claims.
- Oversee tax payments, tax paperwork, year-end tax documents and tax exemption with bookkeeper.
- Oversee financial health of the organization with a strong ability to work with Quickbooks - verify income and expense records, create bank deposits, approve expenses with administrative team & bookkeeper.
- Actively survey & analyze staff & customer satisfaction measures and other key performance data to make the best decisions for the success of the school.

Other duties as assigned per the Board or the needs of the school.

Job Requirements:

- **Education:** Related Bachelor's Degree is preferred, Associate Degree in Early Childhood is required or Bachelor's Degree in business management, nonprofit administration, early childhood education is preferred.
- **Licenses:** State-mandated director requirements.
- **Work Experience:** Two years experience in a leadership and operations management role
 - Four years of hands-on early childhood or nonprofit experience (both preferred) in a similar work environment.
- **Certifications:** CPR & First Aid Certification or complete within 60 days of hire.
- **Systems:** Experience working with Microsoft Office, Google, ADP and Quickbooks.
- Must complete required CDHS paperwork and TRAILS report before first day of employment.
- Extensive knowledge of state licensing rules & regulations
- Experience with Early Learning Ventures (ELV)
- Experience with Early Intervention; understanding of the disabilities/special needs of the 0-3 years old population; understanding of Individualized Family Service Plan (IFSP) and Individualized Education Plans (IEP)
- Experience in overseeing all preschool operations including human resources, quality assurance, and facility operations.
- Extensive knowledge and understanding of NAEYC research, Colorado Shines quality standards, licensing and environmental health standards and proven ability to maintain the school at a level exceeding these standards.
- Comprehensive knowledge of national and state education standards, licensing requirements and procedures, and fire, health, environmental health and OSHA regulations.
- Understanding of CDC COVID guidelines and regulations is a plus.
- Strong knowledge of CACFP meal patterns, reporting, and reimbursement procedures.
- Knowledge of the Curriculum and Teaching Strategies GOLD (Assessment)

- Demonstrated highly-effective organizational, time management, and multitasking skills.
- A proven track record in hiring, developing and retaining staff.
- Strong commitment to building positive relationships with families and the community.
- Public speaking experience is preferred.
- Knowledge of Creative Curriculum and supporting the teachers in implementing the 36 learning objectives

Physical Requirements:

The described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, and feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Compensation:

- Starting at \$60,000 - DOQ
- 2% automatic retirement contribution
- Ski Pass
- Competitive medical, dental & vision benefits package for employee
- Generous PTO
- Tuition discount
- Professional development & continued education reimbursement

Application Deadline

Please send resume and cover letter to scpboardemail@gmail.com.

Applications will be reviewed on a rolling basis with first consideration on Feb. 28. The application window closes 11:59 p.m. March 6.