

EAGLES' NEST EARLY LEARNING CENTER

Executive Director

Education & Experience

Associates Degree in Early Childhood Education with a valid Director Certification is required. Bachelor's or Master's Degree in early childhood education or corresponding academic area is desirable. Experience in early childhood education or related work is preferred. Business management skills and people management experience are essential. Basic understanding of Non-Profit operations and fundraising.

Scope of Responsibility

The Director is responsible for facilitating, planning, organizing, implementing, coordinating, and controlling services of Eagles' Nest Early Learning Center. Exercising independent judgment and decision-making authority as delegated, including budget, policies, procedures, and staff supervision. Under Board of Directors supervision, the Executive Director oversees the childcare program in conformance with our mission, vision, and the state of Colorado child care licensing requirements. Responsibilities include the overall management & operations of this early childhood learning center including, but not limited to, early childhood programs, staffing, enrollment, and funding.

Essential Functions

The Director of child care operations is responsible for:

- Developing and implementing program operating policies and activities as required; developing cost estimates for present and future program needs.
- Ensuring the center and staff conform to federal, state, and local rules, regulations, and licensing requirements.
- Excellent networking and communication skills with parents, board of directors, funders, and community; maintain good working relationships with staff and parents.
- Recruiting and scheduling staff, oversee all HR responsibilities and maintaining accurate records.
- Maintain and promote strong enrollment.
- Planning, developing, and providing regularly scheduled staff meetings, in-service training and evaluation of staff. Administering personnel action for staff consistent with the staff handbook.
- Being available for parent conferences and discussions regarding child(ren)'s development and parent concerns.
- Participating and assisting in strategic planning in cooperation with the Board of Directors.
- Expending funds, in coordination with the Board of Directors. Ensuring the budgetary parameters established.
- Grant writing and basic understanding of Non Profit operations and fundraising.
- Demonstrating an ability to work efficiently both independently as well as a team member.
- Excellent time management and organizational skills for self and staff.
- Reporting to Child Protection Services and other agencies to ensure the safety of children.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Other Requirements:

Candidate must:

Submit to and pass a background check (CBI and CDHS per state regulations).

Have a valid CO driver's license.

Have the ability to repeatedly lift children and equipment up to 40 pounds, and to bend and kneel to child's eye level.