

Job Description: Children's House Director

The Children's House Director (CHD) is responsible for providing management and oversight of The Children's Kiva, Inc. and all of its operations. The CHD is responsible for all communications, developing fundraising strategies, and implementing the policies of the Board of Directors (BOD), all within the financial and budgetary limits adopted by the BOD and determined by the school's mission and value statements.

This is a full time, salaried position, 40 hours/week, 10.5 months/year.

This position reports regularly and directly to the BOD.

COMMUNITY OUTREACH AND STUDENT RECRUITMENT

1. Be the welcoming "face" of the school community.
2. Represent Children's House (CH) in public and at the school as the primary contact for parents and community members.
3. Be the primary school contact for current and prospective parents. Answer inquiries for school information, recruit and interview prospective families for enrollment in the school in a timely manner.
4. Publish monthly newsletters to update and educate our school community on various events, philosophy, parent education, volunteer opportunities, etc.
5. Maintain the school's website and Social Media platforms.
6. Maintain professional relationships with area nonprofits, schools, and early learning centers.
7. Organize parent education events and trainings, as well as any school sponsored events in the community.
8. Prepare and publish the school's Annual report.

PROGRAM ADMINISTRATION

1. Maintain and enforce established policies and procedures for CH staff and CH community.
2. Coordinate substitutes as necessary and access available substitute pools.
3. Cultivate and promote future staff through sub-pool.
4. Oversee volunteer efforts.
5. Develop classroom enrollment with an eye towards balanced ratios of ages and temperaments.
6. Work to maintain an environment that welcomes and accommodates a diverse student and family population.
7. Plan and coordinate an annual academic calendar, aligned with RE-1.
8. Update all handbooks on a yearly basis to ensure accuracy.
9. Maintain all accreditation and licensing requirements with the State of Colorado.
10. Ensure CH staff participate in professional development.
11. Maintain a professional, productive work environment.

STAFF LEADERSHIP

1. Lead monthly staff meetings and develop strategies to build excellence for the overall program and practices.
2. Ensure all staff hold proper certifications as required by law.
3. Implement the guidance policy as outlined in the school's handbooks.
4. Evaluate and directly supervise staff with a goal of retention and professional development.
5. Make salary recommendations to BOD and fulfill all Letters of Hire.
6. Ensure support and mentorship in Montessori philosophy for staff and school community.

FISCAL RESPONSIBILITY

1. Ensure that student enrollment meets annual goals established as part of the budgeting process.
2. Maintain daily operations and expenditures with the goal of financial responsibility and within budgetary and financial limits adopted by the BOD.
3. Oversee all maintenance and improvement of school facilities and grounds, making recommendations to the BOD concerning larger projects.
4. Facilitate strategic planning for future capital projects.
5. Work with the BOD to support the annual budgeting and planning process.

GRANT WRITING

1. Seek and secure potential sources of funds and grants.
2. Administer grants received to ensure that monies are spent appropriately and reporting obligations are met according to established deadlines.
3. Organize and maintain files pertinent to grants, foundations, and corporate donors.
4. Build relationships with program officers of foundations that have or may support our program.

RELATIONSHIP TO THE BOARD OF DIRECTORS

1. The CHD will be evaluated annually by the BOD according to a format established by each party.
2. Attend all BOD meetings and provide the primary monthly report to the BOD on all pertinent activities of the Children's House administrative and teaching staff (including programming, enrollment, staffing, accreditation, calendar of events, etc), fundraising plans, decisions, suggested strategies and additional needs.
3. Be the official liaison to the Children's House BOD in all formal and informal communications with the school community and the public.
4. Implement BOD approved policies and decisions.
5. Maintain regular communication/meetings with the Board President regarding daily operations; especially if any problems arise.

EDUCATION AND CERTIFICATION

1. Large Center Director Qualified as defined by the Colorado Office of Early Learning Licensing Division, minimum of Colorado Professional Credential Level III.
2. B.A. or A.A. in Early Childhood Education, Social Services, or Early Childhood Administration.
3. Montessori Administrator Credential or Montessori Teacher Credential from MACTE or AMS Accredited Training Center.
4. Maintain proper safety certifications as required by law:

Salary Schedule: Director				
Contact Days: 10 month				
Yrs. Experience	CO ECE Professional Credential Level III *	CO ECE Professional Credential Level IV	CO ECE Professional Credential Level V	CO ECE Professional Credential Level VI
0	\$39,900.00	\$42,750.00	\$45,600.00	\$48,450.00
1	\$41,097.00	\$44,032.50	\$46,968.00	\$49,903.50
2	\$42,329.91	\$45,353.48	\$48,377.04	\$51,400.61
3	\$43,599.81	\$46,714.08	\$49,828.35	\$52,942.62
4	\$44,907.80	\$48,115.50	\$51,323.20	\$54,530.90
5	\$46,255.04	\$49,558.97	\$52,862.90	\$56,166.83

At the discretion of the BOD, this position could be broken into two positions based on experience; in which salary is negotiable.