



HYLAND HILLS

Park & Recreation District

POSITION OPENING

Preschool Director

Full-time Position

Salary Range:

\$35,951 – \$53,926 per year

QUALIFICATIONS

Position minimally requires 24 semester hours of college credit from an accredited college or university in the specified subject areas; including 24 months (3,650 hours) of verified experience working directly with children in a child development program. Obtain an Official Large Center Director Qualification Verification Letter (OLCDQVL) from CDHS, Division of Child Care. Bilingual strongly preferred.

JOB FUNCTION

The Preschool Director manages the overall function of an early childhood education program to ensure efficient and effective operation on a daily basis.

JOB DESCRIPTION

See attached job description detailing essential duties and work environment.

BENEFITS

Medical, dental, vision, AD&D, long-term disability insurance, paid vacation leave, sick leave, personal leave days, paid holidays, flexible spending plan, 401(k)-retirement plan and discounted District facility use.

APPLICATION REQUIREMENTS

A Hyland Hills Park and Recreation District **application is required** along with your resume. Submit to: Human Resources, 1800 W. 89th Avenue, Federal Heights, CO 80260 or fax to 303-650-7599. The required District application may be picked up and returned to address listed above, or found on our website at www.hylandhills.org

APPLICATION DEADLINE

Friday, January 22, 2010 at 5p.m.



HYLAND HILLS

Park & Recreation District

JOB DESCRIPTION

Title of Position: Preschool Director
Department: Recreation Department
Reports To: Recreation Supervisor
Dated: January 2010
Fair Labor Standards Act: Exempt Non-exempt

General Summary:

Under the supervision of the Recreation Supervisor, this incumbent is responsible for managing an early childhood education program for children ranging from 2-1/2 to 5 years old. Also works in partnership with other employees, departments, external entities, and the public in delivering effective and innovative services.

Essential Duties & Responsibilities:

1. Complies with State Licensing Child Care regulations including completing appropriate paperwork.
2. Creates age appropriate lesson plans and curriculum; assists children in socialization and learning skills.
3. Assists with administering, planning, overseeing and maintaining the preschool budget.
4. Creates and monitors staff training and development, including certification.
5. Monitors the safety of activities and facilities.
6. Assists with administering, planning, overseeing and evaluating instructional preschool activities which promote developmentally appropriate student learning according to established guidelines; assures compliance with applicable laws, codes, rules and regulations.
7. Provides feedback to parents.
8. Maintains control of the classroom environment by providing a safe and creative learning environment; inspects the equipment to insure safety and cleanliness.
9. Responsible for recruitment, selection, training, scheduling and evaluation of staff within District established protocol.
10. Maintains a variety of records, including registrations, reservations, permission slips, purchasing orders, accidents, vandalism, medical records, and evaluations.
11. Communicates with District staff and others in a timely manner.
12. Prepares program activities and lesson plans; organizes related equipment; may be required to set-up and break-down materials used for instruction.
13. Performs a variety of miscellaneous duties such as answering the telephone, running errands, picking up supplies as needed, conducting activities and helping set-up tables and chairs.
14. Perform other duties as assigned.

Knowledge, Skills, and Abilities Required:

1. Knowledge
 - a. Working knowledge of the Preschool program and the State of Colorado Licensing procedures.

- b. Concepts of child growth, development and behavior characteristics of preschool age children.
 - c. Early childhood curriculum areas and appropriate methods for implementation and assessment.
 - d. Working knowledge of first aid techniques and CPR.
 - e. Basic knowledge of other Recreation programs.
 - f. Requirements of maintaining a children's center in a safe, clean and orderly condition.
 - g. Methods of observing, evaluating and recording child behavior.
 - h. Safe practices in classroom activities.
2. Skills
- a. Skill in understanding and responding to customer/parent/child needs.
 - b. Skill in operation of the program equipment.
 - c. Skill in administering First Aid and CPR.
3. Abilities
- a. Ability to handle confidential information; work from broad direction with limited supervision.
 - b. Work with, instruct and supervise children ages 2-1/2 to 5 years.
 - c. Work well with culturally diverse people.
 - d. Establish and maintain effective working relationships with other employees and the public.
 - e. Respond appropriately in emergency situations.
 - f. Communicate effectively verbally and in writing.
 - g. Organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines.
 - h. Organize tasks and working environment to maximize efficiency.
 - i. Focus attention on tasks, which may be complex, routine, or repetitive, without losing concentration or becoming distracted by external activities.
 - j. Read, understand, and apply technical manuals, complex analytical methods, and research reports.
 - k. Understand and follow written and oral instructions and procedures.
 - l. Communicate clearly and concisely in English, verbally and in writing with children and adults.
 - m. Demonstrate cross-cultural sensitivity and respect.
 - n. Work independently with little direction.
 - o. Observe health and safety regulations.

Working Environment/Physical Activities:

1. The noise level in the environment is usually moderate to loud.
2. Providing a safe and fun environment for children requires a full range of physical abilities including standing, sitting, sitting on the floor, crawling, lifting, pushing, pulling, bending over and picking up children.
3. The working environment must be kept safe for the mixture of ages participating in the preschool program.
4. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
5. The employee is occasionally required to climb or balance and taste or smell.
6. Physical demands are described as medium (exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and up to 10 lbs. force constantly to lift, carry, push, pull, or otherwise move objects, including the human body).
7. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

Education/Experience:

The educational requirements for the Director of the preschool age program shall be one of the following 4 items:

1. 24 semester hours of college credit from an accredited college or university in:
 - a. Introduction to Early Childhood Professions
 - b. Introduction to Early Childhood Lab Techniques
 - c. Guidance Strategies for Children
 - d. Health, Nutrition, and Safety
 - e. Administration of Early Childhood Care and Education Programs
 - f. Administration: Human Relations for Early Childhood Professions
 - g. Methods and Techniques of Teaching the Preschool-Age Child
 - h. Early Childhood Growth & Development
2. A two-year college degree from an accredited college or university in childhood education, including the 24 semester hours listed above.
3. A bachelor's degree in elementary education from a regionally accredited college or university including course credits in the following topics:
 - a. 3 semester hours in Child Growth and Development or Child Psychology.
 - b. 3 semester hours Methods and Techniques of Teaching the Preschool-Age Child.
 - c. A total of 6 semester hours in Health, Nutrition and Safety & Administration of a Child Care Center.
4. A bachelor's or master's degree with major emphasis in child development, early childhood education, or early childhood special education, including the minimum course work outlined in #1. No additional experience is required.

The experience requirement for the Director of the preschool age program shall be one the following 3 items:

1. Persons who have no degree but have completed the 24 semester hours specified under Education Requirements (#1), must have 24 months (3,640 hours) of verified experience working directly with children in a child development program.
2. Persons with a bachelor's degree and completion of courses specified under Education Requirements (#1), must have 12 months (1,820 hours) of verified experience working directly with children in a child development program.
3. Persons with a 2-year college degree in Early Childhood Education or Child Development must have 12 months (1,820 hours) of verified experience working directly with children in a child development program.

Special Requirements:

1. Obtain an Official Large Center Director Qualification Verification Letter (OLCDOVL) from CDHS, Division of Child Care.
2. Bilingual strongly preferred.
3. Must be at least 21 years of age.
4. Must possess or obtain American Red Cross Standard First Aid Certification and CPR Certifications within 90 days of hire and maintain for continued employment.
5. Must pass the following pre-offer and post-offer/hire processes: reference checks, background checks including local police check and sex-offender registry, driving record check, drug screen, and fingerprint checks through CBI/FBI.
6. Must also submit current immunization records and a medical statement by a license physician verifying good mental, physical and emotional health.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.