



Executive Director

Summit County Preschool
Frisco, CO

Job Overview

[Summit County Preschool](#), located in the beautiful mountain town of Frisco, is hiring an Executive Director to lead our childcare center. The Executive Director will oversee and manage the operations of Summit County Preschool, including curriculum development, staff management, grant writing, budget and financial management, and regulatory compliance. This individual is organized, and flexible, and possesses excellent communication and problem-solving skills. This individual must be a visionary leader who is passionate about early childhood education and is excited about the success of the school. Being Director certified is a plus, but we are looking for someone who has a business and/or project management background and is willing to become director-certified.

About Summit County Preschool:

Summit County Preschool is a non-profit, private preschool located in the 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 and local funding, grants, annual fundraisers, and donations for operating funds.

Qualifications

- **Education:** Bachelor's degree in ECE, Business or Project Management or a related field is highly preferred, and can pass all required criminal and child abuse background checks.
- **Experience:** At least one year of experience managing 3 or more employees. Experience managing a budget and operations of an organization. Center leadership/management experience is a plus.
- **Certification:** Not required, but highly preferred if someone has a State of Colorado Director certificate and/or Early Childhood Credential level 3 or higher. If lacking child care experience be willing to become Director certified within 6 months.
- **Industry Knowledge:** Strong knowledge of state licensing rules and regulations for licensed child care or willingness to become an expert on the topic.

Ideal Candidate

- Experience leading teams and managing staff and understanding of staff structure, and ownership of organizational business decisions.

- Background in project management or business operations. Experience running day-to-day operations for an organization or school.
- Proven leadership skills OR models professional, positive attitude in leadership roles.
- Strong communication skills and effective conflict management.
- Ability to establish effective staff structure to achieve organizational goals and meet organizational needs, with an eye for efficiency.
- Experience representing organizations in political and spokesperson roles.
- Fundraising experience, particularly with grants and grant reporting.
- Experience working with all Microsoft Office, Google, ADP, and Quickbooks.

Job Responsibilities

Financial Operations

- Oversee the financial health of the organization with a strong ability to work with Quickbooks. Verify income and expense records, create bank deposits, and approve expenses.
- Develop & maintain annual budget & budget forecasts to achieve planned financial and enrollment targets; balance profitability with priorities related to staff and our children and families.
- Provides monthly updates to the board of directors on current financials.
- Oversee tax payments, tax paperwork, year-end tax documents, and tax exemption with a bookkeeper.
- Maintain board and property liability insurance, health/dental/vision insurance, workman's compensation & 401k contracts. Manage claims.
- Seek and apply for grant funding. Manage all current grants and reports per grant schedule and requirements.

Facility and Administrative Operations

- Ensure compliance with accreditation and state licensing requirements as well as all applicable state and federal laws, as well as preschool policies and procedures.
- Interface with the State of Colorado local licensing entities and other state and local support organizations.
- Handle records and requests from families in need of financial assistance; oversee scholarship decision process.
- 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.
- Assist with housekeeping needs and general maintenance of the building
- Oversee and guide safety needs, and develop emergency procedures.
- Develop a capital improvement plan.

Parent Relations

- Demonstrates the ability to be considerate, professional, and tactful.
- Review and revise the parent handbook and parent paperwork as needed
- Responsible for handling parental concerns beyond the normal scope of the classroom.
- Provides a newsletter every other month
- Deals directly with issues of suspected abuse and other enforcement agencies' guidelines.
- Maintains confidentiality.

Staff Management & Development

- Oversees the hiring process for new staff, including orientation & training as well as terminations. Education Coordinator(staff trainings, orientations)
- Manage & develop staff, including the completion of performance appraisals, and supervise the development of individualized goals for staff professional growth and development
- 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 following the meeting
- Assist with class substitution when needed

Community Relations

- Maintain positive communication with parents, written and in-person
- Prioritize town & county government relations to further childcare center, staff & family support and subsidies
- Maintain ongoing communication with Early Childhood Options (ECO)
- Attend bimonthly Director meetings to maintain relationships with other Centers' EDs
- Ensure ongoing communication with the Colorado Preschool Program (CPP), Head Start, CCAP, and other integral programs.

Board Relations

- Attend monthly board meetings and prepare a monthly Director Report; prepare agenda & board packet in coordination with the Board Chair.
- Act as a positive, informative liaison between the board and staff.
- Meet with the Board Chair monthly or as needed.

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 the ability to adjust focus.

Pay

\$75,000-\$90,000 annual salary depending on experience

Benefits

- Starting at 25% discount for childcare for children of teachers and staff.
- Health, Vision, and Dental Insurance
- 401(k) Retirement Plan
- Generous Paid Time Off (Holidays and Wellness days)
 - Winter break: the week between Christmas and New Years off
- Professional development assistance
- Ski Pass

Please send a resume, cover letter, and three references to sarah@summitcountypreschool.com with "SCP Executive Director Application" in the subject line.

Summit County Preschool is an Equal Opportunity Employer and conducts its recruitment and hiring based solely upon job-related qualifications, without regard to race, color, religion, age, sex, national origin, sexual orientation, disability, or veteran status.