

Job Description

Job Title: Pre-kindergarten and Aftercare Program Director

Salary Range: \$46,000.00 - \$48,000.00 annually

FLSA Status: Non-exempt

Work Year: August 5, 2025 - May 30, 2026; 194 days per year

Location: Addenbrooke Classical Academy Grammar School

Supervisor: Executive Director, Ric Netzer

Summary:

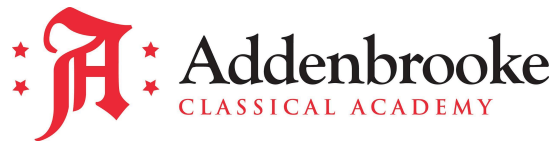
Provide leadership and supervision for all aspects of the Addenbrooke Preschool and aftercare programs at a single preschool location, including educational and financial responsibilities for both preschool and aftercare

Job Responsibilities:

- Implement / maintain Addenbrooke curriculum and assessment tools
- Provide necessary staff development opportunities and resources for early childhood instructors
- Manage all aspects of program enrollment, including communication with Addenbrooke Classical Grammar School to provide preschool information on program, registration, and availability
- Conduct yearly program registration
- Manage all financial aspects of the program, including cash income, purchase orders, petty cash, expenditure reports, etc.
- Establish and maintain open, collaborative, and supportive relationships with preschool staff, children, parents, principal, and other elementary school staff, preschool special education team, and preschool office staff
- Complete yearly evaluations for all early childhood instructors
- Stay current on all licensing regulations and ensure staff and student files are complete and classrooms meet all licensing guidelines
- Perceive feedback received to be constructive and supportive; use feedback to improve practice
- Serve as a resource for parents. Encourage and assist parents in becoming active participants in their child's education
- Maintain proper teacher/student ratios and work with early childhood office to recruit, hire, and retain quality staff
- If position includes classroom teaching responsibilities, all duties of early childhood instructor are applicable
- Participate in professional learning as required
- Marketing in cooperation with executive director
- Perform other duties as assigned

Essential Duties and Responsibilities of the Aftercare Program Director Portion of the Job Description:

- Maintain compliance with the program's licensing requirements
- Enforce and understand all program policies and procedures
- Update staff personnel files in partnership with HR director
- Account for all money paid to aftercare to financial secretary
- Account for all money spent by aftercare to financial secretary
- Maintain program enrollment and student files in accordance with licensing requirements
- Be knowledgeable and informative towards parents and staff
- Provide and facilitate age-appropriate activities and games for the program
- Annually complete fifteen clock hours of approved professional development training
- Provide basic first-aid to students
- Become delegated and trained to administer medication to students
- Ensure common surfaces are cleaned daily
- Responsible for the physical organization of the program



Certificates, Licenses and Registrations

- Current director qualifications through the Colorado Department of Human Services. ECE level 4 or higher. Completion of CPR, first-aid and AED training.
- Certificate of completion in standard precautions. Certificate of completion in FEMA safety training. Certificate of completion in Child Abuse and Neglect Mandated Reporter training. Certificate of completion in injury prevention. Certificate of completion in playground safety. Certification of completion in Medication Administration Training Part 1 and 9.

Skills, Knowledge and Equipment

- Read and write in English
- Creative skills, such as drawing, crafting, and painting

Classroom Environment:

Our Pre-kindergarten classrooms are designed to create a positive and engaging learning space that teaches Charlotte Mason habits and cognitive development of young learners.

Professional Development Opportunities:

As a part of our commitment to continuous improvement, staff members have access to ongoing professional development opportunities. This includes training sessions, workshops, and conferences to enhance teaching skills and stay updated on best practices in early childhood education.

Personal Qualities and Skills:

We are seeking individuals with a passion for early childhood education, strong communication skills, creativity, and a commitment to creating a nurturing learning environment for our youngest learners.

Physical Demands:

The position involves standing for extended periods, lifting and carrying materials, and participating in physical activities with children.

Equal Opportunity Employer Statement:

Equal employment opportunity shall be provided to all employees and applicants and shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, gender identity, transgender status, race, color, religion, creed, national origin, ancestry, political affiliation, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, actual or perceived sexual orientation, or any other class protected by law.