



**Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!**

*Why choose Rocky Mountain SER?*

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
  - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
  - *We provide **Education for the Future!***



We are currently seeking passionate and motivated **Teacher Licensed Director** for our Early Learning Centers in **Conejos, CO**. This position is a **Full Time – 9 or 12 Month** position (depending on location and or the center's needs). This position is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

**Position Summary:**

This position is responsible for the management and operation of an early childhood classroom with direct focus on children 3-5 years of age. This position works collaboratively with their classroom team to plan, organize, and deliver early learning services directed towards achieving school readiness goals for all students.

The Teacher's objective is to engage both the child and family in the process of early learning by stressing the importance the family's role as the child's first teacher in the home.

In addition, this role shares responsibilities with the Center Supervisor who serves as the back up Director Qualified to ensure that the center follows minimum licensing requirements to include the management of relationships such as with licensing inspectors, families and/or other community constituents.

The Teacher Licensed Director ensures that their center is a healthy and safe learning environment where children have every opportunity to thrive and develop to their fullest potential. Children in the center's care should be nurtured by caring staff and receive culturally relevant, developmentally appropriate learning experiences that enhance school readiness and support their social, emotional, cognitive, and physical development needs.

## **DUTIES and RESPONSIBILITIES**

### **TEACHER RESPONSIBILITIES**

- Plans, in coordination with Education staff, a comprehensive, multi-cultural program for child development that meets Head Start Performance Standards, ACF Guidelines, Child Care Rules and Regulations, and State Quality Standards.
- Executes daily lesson plans in response to children's needs and interests based upon data obtained from Teaching Strategies Gold (TS Gold); Classroom Assessment Scoring System (CLASS); Ages & Stages Questionnaires (ASQ); and/or Parents Evaluations of Development (PEDS); incorporating observations, knowledge of early childhood development and key child experiences.
- Generates and provides parents with weekly Parent-Child Activity forms to track parent-child activities.
- Plans and provides learning experiences that advance the intellectual and physical development of children to improve the school readiness of children by developing literacy and phonemic, print, and numeracy awareness; understanding and use of language; understanding and use of increasingly complex and varied vocabulary; appreciation of books; and problem solving abilities.
- Develops and plans individualized activities for each child based on identified needs, recommended objectives, and goals to meet established child outcomes.
- Takes an active role in the promotion of RMSE's programs and participates in community outreach functions to support child enrollment and recruitment processes (ERSEA).
- Actively promotes, plans and participates in family meetings.
- Provides on-going information to parents on child's progress, strengths and challenges to ensure awareness and involvement.
- Schedules and attends home visits and family conferences and as required, based upon assessment of needs.
- Completes required paperwork, observations, and enters children's data into the Agency's designated system(s) on a timely basis to ensure accurate and current data is available on all children in the classroom.
- Responsible for the timely and accurate entry of student daily attendance into the Agency's designated system.
- Responsible for developmental screening and assessing children using the approved developmental tools.
- Provides children with a consistent classroom routine based upon age appropriate approved curriculum.
- Supervises and ensures the safety and security of children at all times. .
- Provides supervision during mealtimes and able to model appropriate eating behaviors that promote family style dining and encourage development of social skills.
- Completes Records of Meals (ROMS) during mealtime.

- Verifies accuracy of ROMS weekly for attendance, participation in meal service and parent sign in sheets to ensure CACFP compliance.
- Provides mentorship to the Teacher Assistant and Instructional Aide.
- Proactively monitors and requests classroom supplies and equipment to ensure adequate quality and quantity.
- Participates in a team- based approach to identifying, generating and tracking of in-kind. This includes, but is not limited to, ensuring classroom volunteer time and parent activity time is appropriately tracked.
- Instructs, guides, and works effectively with volunteers assigned to the classroom, providing on-going verbal and written feedback.
- Creates a welcoming and team environment for families, staff and volunteers in the classroom.
- Demonstrates commitment to RMSER's mission, core values and policies in the performance of daily duties.
- Seeks out continued professional development opportunities to keep skills, methods and ECE knowledge current and relevant.
- Responsible for monitoring and maintaining their credentials, as required for their position.
- Other related duties as assigned.

#### **LICENSED DIRECTOR TEACHER RESPONSIBILITIES**

- Acts as spokesperson for the center's mission and vision;
- Participates in the interview, hiring, and orientation of staff;
- Communicates with visitors, prospective students, and parents regarding center policies and practices;
- Meet with licensors and other officials, ensure that licensing standards are met, and corrects any deficiencies, as needed;
- Participates in staff evaluations with Center Supervisor, including development of improvement plans;
- Inspects the indoor and outdoor environments for health and safety hazards;
- Conduct staff meetings and arranges trainings with Center Supervisors, as applicable;
- Settles disputes between staff or staff and parents;
- Ensure that program is culturally responsive to children and families served.

#### **EDUCATION REQUIREMENTS**

- A minimum of an Associate's degree in Early Childhood Education **and** Directors Qualification Certification Letter issued by the State of Colorado.
- If High School Diploma **and** active DQ - a waiver will need to be requested through the Office of Head Start for any applicants not meeting the required AA in ECE.

#### **EXPIERENCE & SKILL REQUIREMENTS**

- Minimum of 1year active teaching experience in an early learning program or environment working with preschool age children; Head Start experience preferable.

- Intermediate knowledge and application of technology and systems such as of MS Word, Excel and email required.
- English proficiency (reading writing, speaking) is required. Bi-lingual skills (English, Spanish or other language) may be required in some areas based upon parent/student demographics.
- Ability to develop and maintain a nurturing and caring environment/classroom.
- Must be able to fulfill role as a mandated reporter and follow rules regarding the identification and reporting of suspected child abuse and neglect.
- Training and experience in Family Style meals for compliance with Child and Adult Care Food Program (CACFP) preferred.
- Experience in child observations and entry of child observations and goals into Teaching Strategies Gold (TS Gold).
- Knowledge and awareness of Head Start Act, Head Start Performance Standards, and Child Care Center Rules and Regulations.
- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be able to assist and attend Agency functions after hours and/or on a weekend for functions related to Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA), family engagement, children events, and other events that benefit children and families in the community.
- Knowledge of Individualized Education Programs (IEP's) for children with special needs and aligns teaching strategies relevant to the needs of the child.
- Knowledgeable in applying strategies to work with diverse populations.
- Ability to understand and adhere to strict confidentiality standards and maintain boundaries.
- Must have excellent communication skills (i.e.; read, write, and understand written and oral communications).
- Must be people oriented and demonstrate professionalism, teamwork and positive attitude.
- Must have strong organizational and time management skills.
- Ability to perform mathematical functions and perform simple to complex calculations.
- Must be able to work independently and within a group setting.
- Ability to read and follow detailed schedules, policies, standards and regulations.
- Ability to keep calm under stressful or confrontational conditions.

#### **SCREENING REQUIREMENTS**

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 years OR more frequently as required by their physician.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.

- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.
- Staff must obtain a finger print card for submission to Colorado Bureau of Investigation within 1 day of employment. A criminal record check and background record check (via database of confirmed reports of child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Staff must submit a current Motor Vehicle Record (MVR) within thirty (30) days of hire and Valid Driver's License for utilization of company car. In addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

#### **PHYSICAL DEMANDS**

- The physical demands 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 frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Must also be able to move swiftly to respond to urgent and emergency care situations with children.
- This position is required to drive for home visits, and travel to other centers for training and/or attend mandatory Agency meeting(s).
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

- The noise level in the work environment is usually moderate to loud. While outside doing activities with children the environment could vary greatly based upon weather (hot, warm, cold and wet conditions).

Typical Schedule: Monday - Friday

FLSA Status: Exempt

**To join our team, please send resume and cover letter to  
[resumes@rmser.org](mailto:resumes@rmser.org)**