

## **Early Childhood Center Pedagogical Director**

Boulder Valley Waldorf School in Niwot, Colorado is seeking a dynamic and experienced Early Childhood Director who to support the work of our Early Childhood section.

The Early Childhood Director is responsible for providing supervision and oversight of the Large Childcare and School-Age Programs at Boulder Valley Waldorf School and ensures that Boulder Valley Waldorf School is in compliance with Colorado Department of Human Services licensing and State and the regulations set by the Boulder County Health Department. The EC Director works with the School Director to resolve all compliance issues. In addition, as a member of the EC section, the EC Licensing Director works collaboratively with the Lead Early Childhood Teachers to create and implement an appropriate Waldorf pedagogical program. The director acts as a support for the lead classroom teachers, as well as a point of escalation for parent concerns.

Our full-time faculty enjoy competitive salaries and a generous employee benefit program, including tuition remission for enrolled children, and a choice of comprehensive medical and dental plans. We are an Equal Opportunity Employer. Qualified candidates must possess a minimum of a Bachelor's degree and a State of Colorado EC Center Director's License. A Waldorf training is preferred, but not required.

Please send resume, a general letter of interest, short biography and three references by mail or email to Boulder Valley Waldorf School, Attn: Hiring Committee, 6500 W. Dry Creek Pkwy, Niwot, CO 80503. Email to: [Jobs2022@bvwaldorf.org](mailto:Jobs2022@bvwaldorf.org)

### **About Boulder Valley Waldorf School**

Founded in 1993, BVWS is a Pre-KG through Eighth Grade independent not-for-profit school. We offer a full Waldorf curriculum, including world languages, woodworking, handwork, movement, instrumental and orchestral music, though our chorus is suspended due to indoor singing being a high-risk activity. All our full-time teachers are Waldorf-trained, and represent a rich spectrum of life experiences along with their strengths as Waldorf educators.

Our school is set on a five-acre campus within 38 acres of school-owned agricultural land. Midway between to two very livable and thriving medium-sized cities (Boulder

and Longmont) our school campus provides a wonderful rural atmosphere for festivals and community life, and contributes substantially to a rich curriculum supported by enthusiastic and experienced teachers, devoted, hard-working parents, and a healthy, energetic student body. The region is an ideal mix of rural and urban, with farms and extensive open space giving way in one direction to the vibrant college town of Boulder and in the other direction to Longmont, rated one of the best places to live in the US. Our pioneering Affordable Tuition model makes the education affordable to a wide range of families.

### **Full Job Description**

Early Childhood Director (Large Child Care and School Age Center)  
and School Camp Director Job Description

#### Primary Function

The Early Childhood Licensing Director is responsible for providing supervision and oversight of the Large Childcare and School-Age Programs at Boulder Valley Waldorf School and ensures that Boulder Valley Waldorf School is in compliance with Colorado Department of Human Services licensing and State and Boulder County Health Department. The EC Licensing Director works with the School Director to resolve all compliance issues that may arise. In addition, as a member of the EC section, the EC Licensing Director works collaboratively with the Lead Early Childhood Teachers to create and implement the pedagogical program in Early Childhood under the guidance of the College of Teachers.

#### Skills

Excellent administrative, communication, organizational and computer skills. Ability to effectively speak with parents and new hires about Waldorf philosophy.

#### Required Training

Bachelor's Degree and Waldorf Early Childhood Teacher Training; CPR; First Aid; Medication Administration. Large Child Care and School Age Center Directors must have a current Director Qualification Letter issued by the State of Colorado prior to hire and must be kept up to date.

## Tasks and Responsibilities

1. Is present at the center at least 60% of each day that the center is open and ensures there is a substitute director or other qualified person present in the case of absence.
2. Provides an environment promoting positive social skills and behavior for EC staff.
3. Ensures that all program policies and procedures are enforced and followed, including and not limited to those regulated by the Colorado Department of Human Services regarding hygiene, sanitation, food prep practices, supervision of children, appropriate student teacher ratios, CPR/First Aid/Universal Precautions and child abuse reporting trainings.
4. Ensures that all Early Childhood, Camp, and School-Age Afterschool Staff have received orientation and are trained and familiar with all program policies and procedures, including and not limited to those regulated by the Colorado Department of Human Services regarding hygiene, sanitation, food prep practices, supervision of children, appropriate student teacher ratios, CPR/First Aid/Universal Precautions and child abuse reporting trainings.
5. Maintains timely contact with Colorado Department of Human Services Licensing Specialist.
6. Ensures that all staff fulfill and comply with all general and state, county, and WECAN requirements for their position and that all necessary documents are in staff files.
7. Ensures that the school is in compliance with Colorado State Labor Laws in regard to breaks and rest periods.
8. Organizes and attends monthly nurse consultant meetings as required by the Colorado Department of Human Services.
9. Works with the office staff to ensure required paperwork for program enrollment, including and not limited to paperwork such as medical information forms, policies and procedures, updated program rosters and information that families must review and sign prior to enrollment.
10. Works with early childhood staff to ensure professional development and completion of the required 15 annual hours of continuing education.
11. Maintains all early childhood staff files.
12. Maintains all student files.
13. Creates sign-in sheets for EC classrooms and aftercare/extended care/camps.

14. Maintains sign-up and billing records for aftercare, extended care, and all camps.
15. Maintains EC substitute list and acts as substitution coordinator.
16. Provides substitution for teachers in the kindergarten if necessary.
17. Abides by school policies as articulated in the school's Parent Handbook and Employee Handbook.
18. Attends all scheduled full faculty in-services, weekly meetings, and faculty retreats.
19. Participates in the school's open houses and scheduled enrollment/outreach events. Gives presentations to prospective parents and answers questions.
20. Participates in weekly Early Childhood faculty meetings. Along with the lead EC teachers, shares responsibility for agenda preparation and professional development for the EC Section.
21. Plans and facilitates monthly full EC staff meeting.
22. Meets with the Lead EC/Kindergarten teachers, School Director, and Admission Personnel to plan the school's yearly admission process.
23. Supports the kindergarten staff in preparing festivals and special projects when necessary.
24. Works with EC Leads to plan summer camp curriculum.
25. Supervises and is on site for the camps during school vacations throughout the school year and in the summer.
26. Mentors the Boulder Valley Waldorf School's EC staff.
27. Participates in all school committees as determined by the Personnel Committee.
28. Meets monthly with Shining Mountain Waldorf School and Boulder Waldorf Kindergarten directors.
29. Posts and maintains new positions and sets up and attends interviews.
30. Participates in the school's self and/or peer review processes. Pursues professional development as required by licensing and/or Employee Handbook.

Reports to: College of Teachers for pedagogical and program responsibilities and the School Director for licensing responsibilities