



Assistant Director Job Description

Title: Assistant Director, Mountain Resource Center Preschool

Reports to: Director, Mountain Resource Center Preschool

Status: 30 hours per week/ Non-Exempt

Salary Range: \$22.00/hour

Mission: We engage our community with essential services that empower all people to thrive.

Vision: A community that is healthy, secure, and connected.

Scope: Mountain Resource Center stands as the only nonprofit agency within the Highway 285 corridor, dedicated to offering a comprehensive range of services tailored to low-income residents in need. This agency takes a multi-generation approach, addressing the needs of both individuals and families. Its core programs encompass Community Health, Family Education, Case Management, and a Resale Store, all working in tandem to make a positive impact on the community.

Position Summary: The Assistant Director plays a vital role in the overall administration and management of Mountain Resource Center's Preschool program. Working closely with the Director, the Assistant Director will contribute to the development and implementation of educational programs, ensure compliance with licensing regulations, and foster a positive and inclusive learning environment.

Essential Functions

- Maintain staff-to-child ratios in all classrooms.
- Assisting Director in maintaining Universal Preschool (UPK) requirements, reporting and enrollment duties.
- Supervise Lead Teacher and Paraprofessional in the classroom, aid in lesson planning, classroom set up, and adherence to classroom rules and regulations.
- Ensure all lesson planning is completed in a timely manner and collaborate with the Director to approve all lesson planning.
- Teach and provide support in the classroom, offering guidance to children as needed.
- Assist director in managing, conducting, and documenting staff meetings and training.
- Assist Director in supervising all daily and weekly tasks, including reviewing staff and children's schedules, observing, and assessing teaching staff and children, overseeing curriculum implementation, and managing the state assessment system.
- Conducts weekly supervision meetings with preschool teacher(s) and paraprofessional(s).

- Approves timesheets for preschool teacher(s) and paraprofessional(s).
- Contribute to planning and implementing family engagement activities as assigned by Director.
- Ensure timely organization of all required paperwork for children, staff, and licensing, in accordance with state licensing regulations, including required emergency plans and drills.
- Order needed supplies regularly for classroom.
- Serve as acting Director when required, with responsibilities such as providing signature authority, managing staff, conducting tours, and overseeing programs activities.
- Any other duties assigned.

Knowledge, Skills, Abilities and Accountabilities

The Assistant Director demonstrates the following:

- Leadership experience and excellent verbal and written communication skills.
- Strict adherence to confidentiality.
- Self-motivated with ability to problem-solve and make independent decisions.
- Excellent computer skills, including Microsoft Office Suite.
- Knowledge of Colorado Licensing regulations.
- Love for children and passion for teaching.
- Organization and attention to detail.
- Ability to multi-task, problem solve, and work in a team and independently.
- Willingness to accept feedback and adapt accordingly.
- Flexibility and ability to adapt to changing circumstances.
- Participation as an MRC team player by attending staff meetings and other organizational events and willingness to share knowledge to advance knowledge and skills of others.
- Understanding and agreement to follow all policies, procedures & protocols as set forth in the MRC Employee Handbook, and other directives.
- Conformance to a drug-free workplace, not be under the influence of alcohol and/or other illicit drugs of abuse.
- No criminal record or child-related offenses
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers.
- Ability to work periodically on evenings & weekends as required for programs and special events.
- Proof and maintenance of proper legal authorization to work in the United States
- Completion of state-mandated background checks, including a comprehensive criminal history check and fingerprinting.

Credentials, Experience and Qualifications

Must have a Large Center Director Certification, or possess at least 1 of the following qualifications:

- A current teaching license issued by the Colorado Department of Education in Elementary Education, Early Childhood Education, Early Childhood Special Education.
- Possess a current Early Childhood Professional Credential Level II or higher in Version 3.0 as determined by the CDE.
- A minimum of 2 years of experience working as Assistant Director, Center Director, or Leadership position.
- Current certification as a Child Development Associate (CDA) credential in center-based preschool center.

- At least 2 years and 9 months of satisfactory experience caring for and supervising 4 or more children less than 6 years of age and at least 2 3-semester credit hour courses from an accredited college in Early Childhood Education.

Compensation and Benefits

- Generous PTO
- Paid Sick Leave
- Medical, Dental, Vision Insurance
- Short-term and long-term disability
- Life insurance benefits
- 401k with match

Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.

Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,

•Empowering change •Embracing differences •Understanding and challenging systemic inequities • Achieving equitable outcomes for all communities • Supporting and encouraging personal and professional growth • Cultivating diversity • Valuing individual stories