



Job Posting – May 10, 2023

Position: Assistant Director & Early Childhood Teacher - Threes

Rate: Salary range \$28,434 to \$30,678 (depending on experience and director qualifications)

Location: Broomfield, CO

Status: Full-time (37.5 hrs) exempt

Apple Tree Christian Preschool & Kindergarten is seeking a teacher with director qualifications and a passion to lead a five-day morning threes program (8:30am-1:30pm). Candidate will foster and facilitate the social and intellectual development of children. Our private three's class consists of a maximum of 10 students in a Christian setting. We put a strong emphasis on social development and having an academic program uniquely tailored to each child's individual needs. A teacher assistant supports the program daily on a part-time basis. Assistant Director supports the work of the director and assumes responsibility for the daily operations of the school in the event of the director's absence, as well as performs tasks to support the school in the afternoons. Also as the Assistant Director, this position leads our summer Camp program, Camp Adventure Buddies. This position is full-time exempt, 37.5 hours per week. We follow the Boulder Valley School District 9-month school calendar. Classes are in session from Labor Day through the end of May. We serve children ages 2 ½ - 7.

Responsibilities:

The lead teacher for Threes will:

- Create a friendly, welcoming and inspiring environment where students will have a sense of emotional safety
- Have a positive attitude, be flexible, patient and display attributes of kindness
- Be confident implementing a Christian element into daily classroom schedule
- Implement a developmentally appropriate curriculum which reflects observations and goals of individual children.
- Weekly, design and follow a complete lesson plan
- Develop students' social skills by providing regular play time within the curriculum
- Monitor children's interactions and nurture cooperation, sharing and problem solving
- Use a variety of activities and instructional methods to motivate and stimulate children's abilities
- Maintain an open line of communication with parents/caregivers and provide appropriate information
- Assess and record students' performance and progress on a regular basis
- Conduct parent/teacher conferences and complete written assessments, 2 times per year
- Actively communicate and collaborate with school administration and other staff members
- Participate in monthly staff meetings, attend three yearly staff development workshops and complete online ECE modules as required through PDIS
- Participate in various extra-curricular activities that pertain to the school and its community outreach

Assistant Director

- Prepare deposits and deliver all deposits to Director of Operations.
- Assist the Director in maintaining finances in the school registration software
- Keep Kangaroo Time data on all students current
- Prepare monthly parent newsletter
- Keep online website current and change as needed
- Prepare and alter, as needed, all documents that appear on school website

- Assist the director with any other forms, documents and paperwork that needs to be created
- Prior to the first weeks of school, work with the director to create new student files for student records. Assist with the collection and filing of all records.
- Establish and maintain good interpersonal relationships with parents, children, and staff
- Assist director in providing professional development and continuing education opportunities for staff
- Be familiar and adhere to all health and safety policies including emergency procedures and protocol
- Maintain policy and procedures for school operation as set forth by the Colorado Dept. of Human Services Division of Child Care.
- Participate and assist director with interviewing and hiring new staff
- Assume responsibility for the daily operations of the school in the event of the director's absence
- Support and participate in all fundraising activities presented by the Apple Tree Parent Club
- Prepare curriculum for the Christian units
- Organize and place Scholastic Book orders
- Give tours to prospective families.
- Remain current on issues and trends in early childhood education.
- Maintain current director qualifications as required by the Colorado Dept. of Human Services division of childcare
- Assist the director in creating and implanting staff mentoring program. Meet with teachers and assistant teachers as needed within the parameters of the mentoring program

Summer Camps

- Work with director to develop curriculum for four annual summer camps to be held June – August.
- Supervisor summer camp staff and volunteers
- Ensure needed materials and supplies are ordered and organized for each week of camp
- Communicate with parents as needed and be a resource for their inquiries

Requirements:

- The ideal candidate will meet the requirements for Early Childhood Teacher, formerly G.L.Q.
- Love working with children
- Be flexible and have a positive attitude
- Is organized and has good time management skills
- Proven work experience teaching toddler or preschool classes
- Have excellent communication and organizational skills
- Be confident and comfortable implementing Christian elements into daily curriculum
- Familiar with Microsoft Office Suite, Kangaroo Time (or other school content management system)

Benefits:

- Eligible for 37.5 hours of paid-time-off (PTO) each year
- 12 paid holidays off annually (depending on typical work schedule)
- Eligible for participation in Pension Plan (3% Employer Contribution) after one year of service
- Access to participate in Group Health Insurance (90% Employer/10% Employee) and access to participate in Disability/Life/Dental Insurance Plans (100% Employer Paid).

Interested candidates please submit a resume with cover letter to atcpk@broomfieldumc.org with "Assistant Director & Early Childhood Teacher" as the subject line. Please contact Sara Godwin with questions at 303-466-8365.