

# Bayfield Early Education Programs, Inc.

## Job Description

<b>Job Title:</b>	<b>Executive Director</b>
<b>Department:</b>	<b>Administration</b>
<b>Supervisor:</b>	<b>Board of Directors</b>
<b>Supervises:</b>	<b>All Staff</b>
<b>Employee Status:</b>	Part Time with as many hours and weeks as funding will permit and/or is necessary to effectively operate the program i.e. 44 wks., 5/6 hrs. per day.

### **Description:**

The Executive Director is responsible for the overall vision, leadership, coordination and administration of Bayfield Early Education Programs; fiscal management, grant writing, administration, fund-raising and promotion, staff supervision and Board relations and program development.

### **Qualifications:**

Must share a belief in the Bayfield Early Education Programs philosophy and goals and must be familiar with the Bayfield community and the Bayfield School District. Have excellent organizational skills, positive community interactions, fund-raising experience, public speaking experience, supervisory and group/team building background, knowledge of early childhood curriculum and teaching methods and experience with fiscal management and grant writing. A minimum of a B.A./B.S. in Early Childhood education or a related field, or must meet Colorado large center director qualifications.

### **Duties:**

The director is responsible for the following:

- ∞ Prepare and disseminates agendas, minutes and support materials to board members in advance of the meetings.
- ∞ Report to the Board of Directors at monthly board meetings concerning progress of programs, funding and any major concerns or issues.
- ∞ Assist the board by helping to formulate policy and set direction for the organization.
- ∞ Communicate activities, developments and special recognitions to the community
- ∞ Develop and manage the annual budget with the administrative assistant
- ∞ Order and purchase supplies
- ∞ Prepare the payroll and track PTO days

- ∞ Write grants and solicit money for the school.
- ∞ Work with the parent group on fundraising efforts
- ∞ Advertise, interview, hire, train, oversee and evaluate staff
- ∞ Maintain staff records
- ∞ Organize professional development educational opportunities and/or conferences and seminars for staff.
- ∞ Provide curriculum materials
- ∞ Conduct weekly staff/team meetings
- ∞ Supervise and evaluate the teaching staff and administrative assistant
- ∞ Arrange enrichment activities for classrooms
- ∞ Comply with State requirements for a preschool/child care facility through *Colorado Shines*
- ∞ Work with BOCES, CCCAP, and CPP to serve children with special needs
- ∞ Work with the Bayfield School District CPP coordinator to reapply for yearly funding
- ∞ Collaborate with the School District on Kindergarten transition.
- ∞ Provide a monthly newsletter for parents
- ∞ Prepare written reports
- ∞ Facilitate all required maintenance on the building including carpet and tile cleaning, snow removal, furnace maintenance and yard work and any other maintenance that needs to be done.
- ∞ Schedule and facilitate:
  - Open House, Holiday Program, Spring Program, Parent/Teacher conferences, Preschool registration, Kindergarten transition and others as needed
- ∞ Attend area ECE Council and director meetings
- ∞ Maintain high quality services and early childhood education for families in the community