

Learning Center Assistant Director/Education Coach

Warren Village is a mission driven “learning organization” that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. We believe in empowerment and that any person, given the right opportunities, can achieve true self-sufficiency. We want to attract candidates for this job who believe in the transformative power of individual agency coupled with collective supports.

The Warren Village Learning Center serves children ages 6 weeks to 10 years old in a comprehensive and high quality early learning environment. The Learning Center is a NAEYC Accredited Center. Our teaching teams are dedicated to providing a supportive and nurturing learning environment that helps foster the development of the whole child. We are in the beginning stages of implementation of Conscious Discipline, which is a social emotional self-regulation program for both adults and children.

Job Description – Summary

Essential Duties & Responsibilities

Required:

1. Facilitate quality improvement initiatives, including with NAEYC and state licensing standards, child outcome assessments and shared services.
2. Provide coaching and setting achievable goals with teachers that support development of best practice.
3. Participating in professional learning in the community (such as ECE cohorts programs) based on book studies guided toward the implementation of Conscious Discipline.
4. Provide onboarding and continual support of new staff, via modeling and coaching, including the provision of regular feedback.
5. Have a working knowledge of:
 - Teaching Strategies Gold (TSG)
 - Classroom Assessment Scoring System (CLASS)
 - Creative Curriculum
 - Developmentally Appropriate Practice (DAP)
6. Assist teachers in developing and supporting individual learning plans, IFSPs, IEPs, and behavioral support plans.
7. Give guidance and ideas regarding classroom/time management, scheduling, planning, and organizing the day.
8. Assist classrooms in arranging the physical environment of the classroom to support individual child's needs.
9. Develop leadership styles by attending professional development opportunities and model skills through implementation trainings.

10. Resolve conflict between education staff through a variety of effective strategies and assist the staff with problem solving when conflicts arise between peers and/or challenging behaviors with children.
11. Model professionalism for staff such as working cooperatively with peers, self-regulation, and continuing one's own professional development.
12. Assist and support classrooms as needed when short staffed and additional coverage is needed.
13. Attend all training opportunities that will foster professional growth around coaching and mentoring.

Knowledge, Skills, & Abilities

Requirements:

1. Bachelor's Degree in a related field.
2. Colorado Director's Certification, or willing to pursue.
3. Three to Five (3-5) years' experience with children and adults in early childhood programs.
4. Evidence of continued professional development (study, workshops, professional contacts/network).

Other Qualifications:

1. Excellent management, organizational and leadership skills.
2. Effective communication and inter-personal skills
3. Knowledge of different early childhood curriculums and successful implementation of lesson plans based on development and interest of child.
4. Familiarity with Conscious Discipline and willingness to be the catalyst of implementing it in the program.

*Training and on-going development will be provided for willing individuals meeting most qualifications.

Salary & Benefits: This is a full time, year round position with an attractive benefit package including medical, dental, and vision insurance as well as sick time, paid time off, flexible spending accounts, company paid Life, STD, and, LTD insurance, a child care discount in our fully accredited Early Learning Center, and a matching 403(b) retirement plan. Salary is commensurate with experience and educational credentials. (This position has a 90 day probationary period.)

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: Learning Center Assistant Director.

- Resume
- Cover Letter
- Unofficial Transcripts