



Job Posting: Childcare Director & Program Coordinator

Job Posted 2017-05-13 Interviews Begin 2017-05-20

Free Horizon Montessori

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FreeHorizonMontessori.org

*Montessori for the 21st
Century: A Place to Learn,
A Place to Belong.*

Mission:

Through the Montessori philosophy, we inspire every child to learn and grow in a collaborative, peaceful, and safe environment.

Vision:

We seek to transform our community by developing students who pursue their full potential, understand their global responsibilities, and respect others, self, and the environment.



Who We Are & What We Value:

Free Horizon Montessori, a charter public school serving children in preschool through 8th grade, is a richly diverse community nestled in the foothills of Golden, Colorado. We are a growing school with more than 410 students and a strong, supportive parent body and passionate, committed faculty. At Free Horizon Montessori, we value educators who ignite passion, spark curiosity, and inspire children as they learn and grow into responsible global citizens. We are dedicated to supporting students in developing into independent, respectful, and responsible leaders and learners. We view education as a partnership between the student, family, school, and community and seek professionals willing to invest in our pursuit of excellence. Our faculty enjoys a shared leadership model wherein all staff members are encouraged to contribute ideas and incite positive change. Does this strike a chord in you? If you embrace life-long learning, demonstrate maturity, and engage in a collaborative approach to education, we invite you to apply.

Core Qualifications for Support Staff Positions:

Our administration works as a cohesive team in assuring smooth daily operations of the school, fulfilling requirements or charter agreement, and providing educational opportunities that are aligned with our Mission, Vision, and Values. Our administrative team utilizes systems theory and servant leadership principles, allowing each individual member to contribute in vital, meaningful ways to the success of the school. We seek someone who can relate well to children and adults and demonstrates interest in and knowledge of children and concern for their proper care, education, and overall well-being within the Colorado Department of Human Services Childcare Licensure Rules & Regulations. We seek friendly, passionate, dedicated people who believe in the Montessori Method in the public sector to join us. In addition to these core requirements, we seek someone with the following: degree in education, recreation, or related field; demonstrated program management skills including the ability to meet deadlines, work within a budget, & develop engaging activities; exemplary oral, written and interpersonal communication skills; PDIS Level IV/Director Qualification certificate or higher required.

Position Description:

Childcare Director & Program Coordinator – Full Time & Benefits Eligible, starting June 1, 2017 (8:30 am - 5:00 pm during Summer Camp, 10:00 am - 6:30 pm Monday through Friday during the school year), 215 Contact Days - This person works to provide a safe and nurturing Before and After School Care (BAC) and Summer Camp experience for our students, supervises Summer Camp and BAC staff, serves as the director on record for our Colorado Department of Human Services Childcare License, and coordinates our extra-curricular club and enrichment programs. Responsibilities include assuring childcare licensing compliance, maintaining childcare files, providing coverage in classrooms, supporting the Primary Department Chair in coordinating professional development opportunities for our Primary and BAC staff, supporting the discipline process for our preschool and kindergarten students, and providing additional program support as needed. The optimal person for this position will be energetic, playful, organized, have a zest for learning, and a strong ability to work collaboratively with others in support of children. Schedule includes working in our early childhood classrooms, time dedicated to planning activities for the before and after care programs, and may include serving as a group lead in our After Care program.

Compensation & Application Process:

Free Horizon Montessori offers a comprehensive compensation package including competitive salary, PERA retirement contribution, contribution toward health, dental, and vision insurance, paid leave time, professional development support, and more. It also offers the opportunity to be an integral part of a caring, community committed to supporting individual growth for students and staff alike. Qualified and interested candidates should upload a letter of interest and resume and complete our online application via AppliTrack at www.applitrack.com/freehorizon/onlineapp/

Free Horizon Montessori affirms that no person shall, on the basis of race, creed, color, age, national origin, religion, gender identity, disability, marital status, sexual orientation or veteran status be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity, including, but not limited to, employment or enrollment. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.