



For over 25 years, **The Family Learning Center** has supported children and families through high-quality, affordable early childhood education and care. We are seeking an experienced and inspiring **Program Director** to lead day-to-day program operations, strengthen teaching quality, and support staff success across our center. This primarily in-person leadership role oversees classroom operations, instructional quality, staff supervision, and professional development while ensuring consistent implementation of licensing standards, ratios, and center policies.

This is a full-time position (40 hours per week) with a Monday through Thursday (start time 7:20am) schedule, offering work-life balance and the opportunity to make a meaningful impact in our community. The ideal candidate is an inspiring, organized leader who is committed to fostering high-quality classroom practices, supporting staff growth, and upholding the standards that make our center a trusted resource for families.

Pay and Benefits:

Exempt / Salary position with a salary range of \$67K - \$80K per year depending on education, PDIS level and experience. Benefits include paid time off (includes HFWA paid sick leave), paid holidays, paid bereavement leave, eligibility for group medical, dental, and vision insurance, access to an employee assistance program, discounted ski pass, discounted childcare (based on availability), and professional development reimbursement.

Key Responsibilities:

- Lead daily program operations, classroom coverage, schedules, and transitions
- Supervise teaching staff through coaching, reflective practice, and performance evaluation.
- Drive classroom quality, curriculum alignment, and developmentally appropriate practices
- Ensure compliance with licensing, safety, and supervision standards in collaboration with operations leadership
- Support family communication and resolution of classroom concerns
- Oversee observation and assessment systems (including GOLD checkpoints)
- Plan and implement professional development aligned to program goals
- Partner with cooks to support food program operations and compliance
- Collaborate with leadership and community partners, including Colorado Shines Provider Hub, CCAP, and Universal Preschool

Supervisory Responsibilities:

- Infant, Toddler, and Preschool Department Supervisors
- Cook
- Teaching staff (as needed)

Requirements:

- Bachelor's degree in Early Childhood Education or related field (or qualifying experience meeting Colorado Director credential requirements)
- Colorado Large Child Care Facility Director License preferred (or ability to obtain)
- Leadership experience in early childhood settings strongly preferred
- Bilingual English/Spanish required
- Strong communication, organizational, and coaching skills
- Experience with licensing compliance, curriculum implementation, and staff development
- Computer proficiency with documentation and assessment systems
- Commitment to ethical leadership aligned with NAEYC principles

Professional Competencies:

- Inspires and supports staff through collaborative, reflective leadership
- Highly organized with strong follow-through and attention to detail
- Calm, solution-focused, and professional in a dynamic environment
- Demonstrates integrity, sound judgment, and ethical decision-making
- Culturally responsive and respectful when working with diverse families and staff
- Confident communicator who clearly explains expectations, policies, and feedback
- Takes initiative in strengthening classroom quality, systems, and team culture
- Builds trust with families, staff, and community partners
- Committed to continuous learning and professional growth
- Mission-driven with a strong commitment to children, families, and organizational values

Compliance Requirements:

- Must pass required criminal background checks and fingerprinting per Colorado childcare licensing regulations.