



Founded in 1960, The Denver Cooperative Preschool (DCP) is a play-based early childhood cooperative school that seeks to provide a holistic and supportive community for young children, parents, and caregivers. At The Denver Cooperative Preschool we deeply value the wonder of childhood, and believe wholeheartedly in the important work of creating a learning environment where children and their families are centered.

Position Title: Early Childhood Lead Educator - Toddler Classroom

Supervisor: Reports to the Executive Director

FLSA Status: Non-exempt

Employment Status: Full-Time; At-Will

Work Hours: 40 Hours Per Week, 8:00 AM-4:30 PM
(30 minute lunch break provided)

Compensation: \$47,350 to \$55,807 per year
(This is a salaried position. DCP is a school-year program, and all educators are paid from August 1, 2024 through May 31, 2025. The annual salary stated above is paid every two weeks during that time period. Employee benefits are available for a full twelve month period - August 1, 2024 through July 31, 2025.)

Benefits:

- Health/dental/vision
- Short-term disability (100% employer-paid)
- Life insurance (100% employer paid)
- Simple IRA program with up to 3% employer match
- PTO
- Tuition discount for children of educators and staff
- Potential for year-end performance-based bonus as outlined in the DCP Employee Handbook, paid at the Board's sole discretion
- Potential for Holiday bonus, paid at the Board's sole discretion

- Individual professional development budget of \$750 (*Additional continuing education funds are available on a first come, first served basis for college courses, ECE conferences, and workshops*)

Job Description

The Lead Educator is an enthusiastic member of the teaching team, readily accepting the responsibility of thoughtfully designing an authentic, intentional, play based learning experience for a unique group of children throughout the year. This experience should be responsive and evolving to meet the changing needs of the group. A Lead Educator seeks out opportunities to grow their teaching practice through self reflection and learning. At the same time, a Lead Educator provides strength, organization, direction and support to their teaching team. A Lead Educator is willing and able to give and receive feedback both individually and as part of a team. A Lead Educator works enthusiastically and responsively with all families and students, and is a leader in the DCP community.

Required Qualifications

- Minimum two years of experience working with children birth through age eight in a group care setting
- Colorado Early Childhood Professional Credential Level II
- ECT Qualified
- Willingness to obtain and maintain all required PDIS certifications, including CPR/First Aid, Standard Precautions, and Medication Administration
- Ability to pass CBI/FBI and TRAILS background checks
- Must be at least 18 years of age
- High School Diploma or GED

Preferred Qualifications

- Three or more years of experience working with children birth through age eight in a group care setting
- Colorado Early Childhood Professional Credential Level III or higher
- Associates, Bachelors, or Masters degree in Early Childhood, or a related field

Job Responsibilities and Duties

- Co-create a curriculum with teaching partner that is reflective, intentional, well-developed, and that respectfully realizes and builds upon children's interests while achieving developmentally and philosophically appropriate learning objectives
- Prepare and implement lesson plans that are reflective, intentional, and accurately and comprehensively illustrate the focus and direction of your explorations as a class
- Provide opportunities for children to grow their knowledge, skills, and dispositions by asking questions, conducting in-depth investigations, and making decisions about their activities and learning

- Create and maintain individual student portfolios for the purpose of documentation and assessment using the Colorado Early Learning and Development Guidelines
- Supervise children at all times, complying with regulations requiring ‘sight and sound’ supervision
- Use appropriate and positive guidance to support the children in developing self-control and problem-solving skills
- Maintain awareness of safety hazards in the classroom, hallways, and playground in order to create an environment in which children are free to explore and assume age-appropriate risk
- Maintain and clean classroom spaces, common areas, materials, and playgrounds daily, in collaboration with the entire DCP staff and parent volunteers
- Understand, implement, and conform with the Rules Regulating Child Care issued by the Colorado Department of Human Services Division of Child Care
- Provide regular, positive, thorough communication to parents and caregivers through daily informal summaries and email communications
- Supervise children at all times, often while a number of activities are happening simultaneously
- Follow the school’s rules and guidelines as set forth in the Employee Handbook, the Parent Handbook, and any other rules and guidelines set forth by the Board of Directors, all of which may be amended from time to time in the sole discretion of the Board of Directors
- Attend staff meetings, professional development, and all school-sponsored events
- Complete fifteen (15) clock hours of approved training per year

Essential Skills

- Knowledge and understanding of child development and the needs of young children
- Patience and flexibility; ability to support young children in a calm manner
- Ability to relate to young children and adults
- A nurturing approach, exhibiting respect for all and joy for teaching
- A commitment to fulfill the mission, vision, philosophy, and goals of the Denver Cooperative Preschool
- A commitment to the NAEYC (National Association for the Education of the Young Child) Code of Ethics
- Maturity and sound judgment to think quickly and respond to situations, including emergencies
- A commitment to maintain a professional attitude and loyalty to the DCP community
- A commitment to treat children, parents, and staff with flexibility, respect, and dignity
- Proficient at speaking, reading, and writing in the English language

Physical Requirements

- Ability to lift and carry up to 50 pounds frequently
- Ability to sit on the floor or on child-sized furniture

- Frequent bending, stooping, walking, running, standing, sitting, kneeling, crawling, squatting, twisting, pushing, pulling, lifting, reaching above head, and reaching away from body
- Ability to work indoors and outdoors in a variety of weather conditions, including snow and moderate cold and heat