



OUR MISSION: Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

OUR VISION: Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering social emotional development, character, sports, and nature.

JOB TITLE: PRESCHOOL DIRECTOR

REPORTS TO: Principal

ABOUT BEN FRANKLIN ACADEMY

At Ben Franklin Academy, we develop students who are well-read, scientifically curious, and civically engaged, guided by strong character and a love of learning.

Our preschool is part of a larger K–8 charter school, offering the close-knit feel of a preschool with the support of a larger educational community. We follow a school-year calendar aligned closely with Douglas County, providing consistent breaks and holidays. Additional days are built in for program for planning and professional development.

ABOUT THIS ROLE

Ben Franklin Academy is seeking a passionate and experienced **Preschool Director** to lead and grow our early childhood program. This role blends leadership with hands-on involvement in the classroom, making it ideal for someone who loves both guiding a team and working directly with young children. Duties include, but not limited to, hiring staff, managing enrollment and observing and overseeing of the day-to-day activities within the program. The program is designed to offer parents a high-quality choice in early childhood education and to ensure every child is prepared for a smooth transition into Kindergarten, whether they transition into Ben Franklin Academy or any other school. The program is based on the best practices in early learning and the Core Knowledge Preschool Sequence. It provides an opportunity for parents to jump start their child's education in a nurturing, creative, fun and developmentally appropriate environment.

LEADERSHIP & PROGRAM OVERSIGHT

- Lead the day-to-day operations of the preschool program
- Create a safe, engaging, and developmentally appropriate environment
- Conduct tours and actively seek new students
- Maintain strong enrollment through tours and family relationships
- Develop and manage the preschool budget (with leadership approval)
- Handle general finances of the preschool: work within approved budget, order curriculum and supplies
- Collaborate with Director of Finance by providing accurate data for tuition and billing

TEACHING & STUDENT SUPPORT

- Provide direct classroom support and instruction as needed to teaching staff
- Lead social-emotional learning across all classrooms using the Second Step program
- Lead our Pre-K SEM (Science, Engineering, and Math) learning classes
- Support student growth and successful transition to kindergarten
- Ensure that policies and procedures of the school are being followed along with appropriate forms of discipline
- Ensure all rules and regulations from the Colorado Department of Human Services are implemented

STAFF LEADERSHIP

- Recruit, hire, train, and retain high-quality preschool staff
- Conduct observations, coaching, and performance evaluations
- Review and approve monthly timesheets for preschool staff
- Foster a positive, collaborative, and professional team culture

UPK & COMPLIANCE

- Oversee the Colorado Universal Preschool (UPK) program
- Ensure compliance with CDEC, CDHS, and licensing requirements
- Manage enrollment, documentation, and required reporting
- Maintain accurate records for funding and accountability

CURRICULUM & INSTRUCTION

- Support implementation of:
 - Core Knowledge Preschool Sequence
 - Colorado Early Learning & Development Guidelines
- Guide assessment practices and school readiness goals
- Support teachers in delivering engaging, high-quality instruction
- Provide an environment that promotes the 13 Virtues of Ben Franklin.

FAMILY & COMMUNITY CONNECTION

- Build strong, trusting relationships with families
- Communicate regularly about student growth and development
- Plan events such as meet-and-greets, holiday programs and Pre-K graduation
- Represent the preschool within the school and community

SCHEDULE & YEAR-ROUND EXPECTATIONS

This is a full-time position that follows a school-year student calendar with scheduled breaks aligned to the K-8 program.

- Monday – Friday 7:30am – 4pm
- 190 workdays / school year
 - Additional days for training and/or other as needed

While daily on-site responsibilities are reduced during breaks and summer months, the Preschool Director is expected to:

- Maintain enrollment and family communication
- Prepare for the upcoming school year (staffing, ordering, planning)
- Complete required administrative and program responsibilities

REQUIRED QUALIFICATIONS

- Bachelor's degree in Early Childhood Education or related field
- Colorado Director Qualification (Level 5 or 6)
- Meets Colorado UPK provider requirements
- Strong background in social-emotional learning and child development
- Excellent leadership, organization, communication and computer skills
- Adhere to the policies outlined in the Employee Handbook

CERTIFICATIONS

- Current CPR, First Aid and Universal Precautions certification (or willing to obtain within first 30 days)
- Medication Administration training
- Preschool Immunizations training
- Meets all state licensing and background check requirements
- Complete required 15 hr. state licensing class requirements, along with district required training yearly

PREFERRED EXPERIENCE

- 3–5 years of preschool leadership experience
- Experience with UPK program administration
- Familiarity with:
 - Colorado Shines (QRIS)
 - Professional Development Information System (PDIS)
 - Teaching Strategies GOLD or similar tools
 - Core Knowledge Preschool curriculum
- Strong organizational, planning and implementation skills
- Knowledge of teacher evaluation and observation methods
- Proficiency in Microsoft Excel, PowerPoint, Word and Outlook
- Work effectively with staff
- Ability to understand and follow complex oral and written instructions
- Meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintains a generally positive attitude

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, policy and expectation documents, staff agreements, evaluation requirements, curriculum/materials, and student assessment documents. Ability to effectively document classroom observations, analyze data to improve instructional practices and correspond with staff from all levels. Ability to speak before groups of staff, governing board, administration and parents.

PHYSICAL DEMANDS

- Ability to actively engage with young children, including sitting on the floor, kneeling, bending, and standing for extended periods
- Ability to lift and carry up to 25–40 pounds (e.g., assisting children, moving classroom materials)
- Ability to supervise and respond quickly to ensure student safety

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. The hours may be long when specific needs arise, thus some extended schedules will be necessary. This is a position that must attend to the needs of staff, administrators, governing board and parents. Ben Franklin Academy is a dynamic school that is subject to changing work environments and adaptability to change is essential.

WHY YOU'LL LOVE THIS ROLE

- Be part of a connected K–8 charter school community
- Enjoy a school-year schedule with built-in breaks
- Make a meaningful impact as both a leader and educator
- Help shape a program that prepares children for lifelong success

COMPENSATION & BENEFITS

- Dependent on experience
- Annual pay range starts at \$57K
- PERA (Public Employees' Retirement Association of Colorado)
- Medical, vision & dental insurance
 - Currently 80% employee only premium paid by BFA
- Benefit stipend for all full time staff
- Health and/or Dependent Care Savings Account (FSA)
- Life Insurance, Long & Short-Term Disability (full premium paid by BFA)
- Sick Leave & Paid Time Off
- Employee Assistance Program (EAP)
- Voluntary 401(k) retirement plan options

SUMMARY

All employees of Ben Franklin Academy work together to fulfill the mission and vision statements. The thoughts reflected in this job description provide structure to the responsibilities and accountabilities for this position. Ben Franklin Academy expects to employ professionals who will work beyond job descriptions, creating both a fulfilling school environment and positive outcomes for students.

POSTING CLOSING DATE: Open until position filled

For more information, please visit <http://www.bfacademy.org/careers>

Ben Franklin Academy is committed to compliance with all applicable equal employment opportunity laws, prohibiting discrimination on the basis of race, color, religion, ancestry, national origin, sex, marital status, disability, or age.

This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

Ben Franklin Academy is a drug-free workplace.