



# TLC Learning Center

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611 Korte Parkway • Longmont CO 80501 • 303-776-7417 • [www.LearningWithTLC.org](http://www.LearningWithTLC.org)

## **Position Summary:**

Are you a visionary leader with a passion for driving organizational success? We invite you to apply for the position of Vice President. Join our team and contribute to our continued growth and success. Under the direction of the President and Chief Executive Officer, The **Vice President of Early Childhood Services** is responsible for the development and management of all Early Childhood programming at TLC Learning Center for children between the ages of 0 to 12 years. Through strategic thinking, the VP will set a vision for growth of the program that is rooted in high quality early childhood education and implement that vision in alignment with the agency's strategic plan. This position oversees the development, implementation, and evaluation of educational initiatives to ensure alignment with organizational goals and objectives.

To be considered for this position, you will be strategic, collaborative, and comfortable working in a fast-paced and data-driven environment. You will be adept at leading a talented and complex team in a way that develops professionals to do their best work and grow in their careers. The ideal candidate will also have the experience of serving as an effective member of the organization's executive leadership team in making organization-wide strategic decisions.

## **Key Responsibilities:**

- *Strategic Planning:* Develop and implement strategic plans for educational services that support the organization's mission, vision, and goals.
- *Staff Supervision and Development:* Train, supervise, and support early childhood staff, including teachers, assistants, and support staff to ensure high quality program delivery through reflective practices and strengths-based approach. Facilitate professional development opportunities for staff to enhance their skill, knowledge, and abilities in early childhood education and development.
- *Parent and Community Engagement:* Foster positive relationships with parents, families, and community partners through effective communication, collaboration, and outreach efforts.
- *Quality Assurance:* Establish and monitor quality assurance processes and standards to maintain the integrity and effectiveness of educational programs and services.
- *Compliance:* Ensure compliance with regulatory requirements, accreditations standards and institutional policies related to educational programs and services.
- *Assessment and Evaluation:* Implement assessment and evaluation strategies to measure effectiveness programs, services, and student learning outcomes.
- *Continuous Improvement:* Identify areas for program improvement and innovation based on feedback, research, and best practices in early childhood education.
- *Direction and Guidance:* Responsible for assisting with interviewing, hiring, and training employees; assisting with planning, assigning, and directing work; assisting with appraising performances; assisting with rewarding, disciplining, and terminating employees; as well as assisting with addressing complaints and resolving problems.

**About Us:**

The Tiny Tim Center DBA TLC Learning Center is a 501 (c) (3) non-profit early childhood and therapeutic intervention center. We have nurtured and supported the cognitive, physical, and social-emotional development of children for over 65 years. Our mission is to provide, in a fiscally responsible manner, comprehensive early childhood education and therapeutic services to assist each child in reaching their highest potential.

**Minimum Qualifications:**

- Bachelor's Degree in Early Childhood Education or a Human Service field; additional degree in business and/or business experience is preferred.
- Minimum 3-5 years' experience as an executive or upper-level manager of an organization with financial and supervisory responsibilities.
- Level 5 or higher PDIS Level
- Director Qualified with the Colorado Department of Early Childhood

**Preferred Qualifications:**

- Master's Degree in Education, Child Development, Public Administration, or an M.S.W. in the field of Social Work.
- Experience working in a non-profit setting.
- Bilingual in English and Spanish.

**Compensation and Benefits:**

- Salary \$75,000- \$82,000/ year
- Health, Dental, Vision Insurance
- Supplemental Insurance
- 403(b) retirement plan with company matching up to 3%.
- PTO
- Paid Holidays + Floating Holidays
- Education assistance including tuition reimbursement and certification.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

**Working Conditions:**

Primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work with constant interruptions. The noise level in the work environment can be noisy at times.

**Contact information:**

Please send resume and cover letter to Matt Eldred, CEO at [meldred@learningwithtlc.org](mailto:meldred@learningwithtlc.org) for initial screening and interview.