



Health Clerk and Preschool Director

St. Vrain Community Montessori School fosters human thriving by nurturing the whole child in an authentic Montessori program as a public charter school.

Reports to: Director, Non-instructional Programs

Salary/Hourly Range: \$40,000-\$60,000

Benefits: Option to elect medical, dental, vision, and life insurance, as well as FSA for employees who work 30 or more hours per week; 21.4% PERA (Public Employees Retirement Association) for all employees.

Summary:

The health clerk at SVCMS supports the daily health needs of all students. This detail-oriented role maintains accurate student health records, provides basic first aid, and administers medication following Colorado policies. The position requires clear communication with families, staff, and students and maintaining current knowledge of state health regulations.

The Preschool Director is responsible for the administration and daily operations of a Montessori early childhood program serving children ages 2.5–6 years. This role ensures compliance with Colorado state licensing regulations, upholds Montessori philosophy and standards, and fosters a nurturing, child-centered learning environment. The Preschool Director shall be present at the school at least 60% of any day the school is in operation and is listed as as “Liaison for issues of child abuse” on the Emergency Response and Incident Management Preparedness Plan.

Required Education and Experience:

- Bachelor’s Degree
- Director Qualification for a Large Child Care Center per the Colorado Department of Early Childhood (or ability to acquire by the time students arrive)
- First Aid and CPR certification (or ability to acquire by the time students arrive)
- Minimum 3-5 years of experience in Early Childhood Education
- Thorough and current knowledge of Early Childhood Education, including the Colorado Universal Preschool Program, as well as the Montessori method of education.

- Knowledge of and ability to comply with applicable laws and regulations

Desired Education and Experience:

- Montessori training and credential from a Montessori Accreditation Committee for Teacher Education (MACTE)-approved program

Required Characteristics, Skills, and Additional Qualifications:

- Ability to communicate effectively with and relate to students of various ages
- Ability to establish and maintain effective working relationships with a variety of people
- Excellent community relations skills
- Familiarity with and respect for the Montessori method of education
- Flexibility
- High level of professional judgment and integrity
- Proficiency with Apple Computer Systems
- Proficiency with Google Drive (especially Docs and Sheets)
- Punctuality and ability to maintain school hours
- Self-directed, able to prioritize work
- Strong written and oral communication skills
- Unwavering ability to adhere to confidentiality of school business
- Willingness and ability to take on a variety of tasks throughout the day

Major Responsibilities and Duties

- Health Clerk
 - Maintain and update health records and data entry for all students (immunizations, screenings, injuries, illnesses, child abuse and neglect, and delegated medications and medical care tasks)
 - Provide daily care and document all student injuries, illnesses, and medications, including meds for field trips (including overnight trips)
 - Submit various statistical and factual reports to school Nurse Consultant, State Health Department, Head of School, and school staff on a routine basis
 - Communicate effectively with students, parents, staff, and Nurse Consultant concerning specific health issues and students' well being
 - Facilitate development and implementation of student health plans
 - Coordinate staff training with our school Nurse Consultant for health certifications including 1st aid, CPR, and medication administration.
 - Support and consult regarding Health-related 504 plans
 - Coordinate state-mandated vision and hearing screenings
 - Maintain the health office and monitor inventory to ensure health office, first aid kits, and spill kits are adequately stocked with supplies

- Maintain First Aid/CPR, Standard Precautions, med administration, and other health Certification, depending on the needs of the students enrolled. This may include diabetes, epilepsy, g-tube medication administration.
- **Preschool Director**
 - Support the Lead Guides in upholding the Montessori philosophy and a prepared Montessori classroom environment.
 - Conduct cleanliness and safety checks of the Children's House, including the playground.
 - Complete Children's House student records for licensing compliance.
 - Meet with a nurse consultant monthly.
 - Attend CDEC (Colorado Department of Early Childhood) and CLCS (Colorado League of Charter Schools) cohort meetings
 - Cover in Children's House classrooms in urgent situations in which other substitute coverage is not available

Licensing and Compliance

- Ensure full compliance with the Colorado Department of Early Childhood regulations and state child care licensing requirements pertaining to Large Child Care Centers (less than 24 hour care).
- Ensure that waivers are current; coordinate and submit renewal applications for waivers as needed.
- Ensure full compliance with Colorado Health Department regulations.
- Ensure full compliance with Colorado Universal Preschool regulations and requirements.
- Communicate with licensing and regulatory agencies.
- Maintain necessary records for personnel, licensing, students and attendance.
- Create packets for Children's House staff at beginning of each school year with compliance paperwork; ensure that all Children's House staff members have completed necessary certifications annually.
- Develop a staff development plan that includes a minimum of (15) clock hours of training each year for all Children's House staff.
- Manage (or maintain) chain of custody documentation for daily arrival and dismissal of students.

Requirements for All Positions at SVCMS

- Attend and participate in staff and level meetings, as needed.
- Participate in in-service and post-service training as well as additional professional development opportunities as required.
- Attend and participate in SVCMS School Events.
- Check and respond to emails daily.
- Be ready to begin your duties as scheduled, generally 8 a.m. to 4 p.m., daily.

- When absent, secure a substitute in accordance with SVCMS requirements, ensuring that all of your duties are covered.
- Maintain awareness of and adhere to SVCMS policies and procedures.
- Read the Family Weekly Update, the Staff Weekly Update, and other SVCMS communications.