



Escuela de Guadalupe

660 Julian St.
Denver, CO 80204
(303) 964-8456

Director and Teacher PreK 4 (Spanish ▾)

Position dates: August-June ▾

Position type: Full Time ▾

Status: Exempt ▾

Reports to: Mariella Robledo ▾

Contact: mariella_robledo@escuelaguadalupe.org ▾

Who We Are

Escuela de Guadalupe is an innovative Catholic, dual-language PK-8 school in Denver, CO. It has been recognized locally and nationally for its academic excellence and for being financially accessible to all families.

Mission Statement

We provide an academically excellent, Catholic education in English and Spanish to cultivate the next generation of community leaders.

Skills and Qualifications

Required Qualifications:

- Bachelor's degree from a four-year accredited college or university; preference for a degree in Early Childhood; Elementary Education; Elementary Special Education.
- 2 years minimum experience teaching early childhood education
- Direct experience teaching in a PK- 4 setting.
- Professional and instructional competency in Spanish ▾ is required with verbal competency in English ▾ preferred.
- Catholic faith orientation strongly preferred.
- Current state of Colorado Department of Human Services Center Director Qualification.
- Current, in-depth knowledge and understanding of state of Colorado child care licensing regulations and guidelines, Denver Preschool Program (DPP) and Colorado Child Care Assistance Program (CCAP).
- Experience supervising students and teachers within an early childhood educational program, 2 years' minimum required; preference for 5+ years.
- Knowledge of budgeting and fiscal matters, including experience managing and documenting a classroom or program budget.
- Maintain well organized, complete, and confidential student records, employee records, and personnel files; tracks and documents all program information required by licensing and accreditation organizations.



- Working knowledge of second language acquisition, bilingual and dual-language education, methodology and sheltered language instructional strategies.
- Authentic support of culturally rich and linguistically diverse learning communities.
- Open to working in a Catholic Environment and respecting the Catholic faith
- Working knowledge of technology and educational platforms used for teaching and learning
- Willingness to learn new curriculums, technology systems, and software, practices for dual-language acquisition and linguistically diverse learners and the motivation to implement this learning to make a difference in the classroom.
- Proven ability to work in a team environment, develop effective interpersonal relationships, communicate patiently and effectively with coworkers and families
- Ability to manage multiple tasks simultaneously, adapt to changing priorities, manage time and meet deadlines
- Successful completion of CBI and FBI background check.
- Maintain the required hours of the work day, as well as the class schedule

Preferred Qualifications:

- Verbal competency in English preferred.
- Catholic faith orientation strongly preferred.
- 5+ years experience supervising students and teachers within an early childhood educational program
- Direct teaching experience with students in a PK– 4 setting.
- Knowledge of a variety of curriculums and assessment types, as well as current educational philosophies
- Working knowledge of computer hardware like computers, tablets, projectors and smartboards
- Experience teaching in a dual-language environment

Job Description

Working at Escuela de Guadalupe includes many different responsibilities to make a small, non-tuition driven school run effectively. As a close-knit community, we all pitch in to make this a great place to work and learn. Therefore, this description is not intended to be all-inclusive. Specific areas of responsibilities include but are not limited to the following:

Responsibilities

- Fully implement the components of dual-language instruction across all academic areas (Teaching will be in Spanish)
- Curriculum and Instruction: Develop the program's instructional design for its culturally and linguistically diverse student population.
 - Develop curriculum and instructional program oriented to building an academic foundation and school readiness in English and Spanish, introducing the fundamentals of faith, and a connection to the larger Escuela de Guadalupe school community.
 - Through collaboration with Escuela teachers and Principal as well as backwards mapping, align PK-4 program and student outcomes.



- Articulate the distinguishing features of Escuela's PK-4 program including cultural diversity, dual-language development, and foundations in faith and community.
 - Maintain and update as needed the program's student development and disciplinary philosophy, strategies, procedures, and handbook.
 - Develop the program schedule to ensure alignment with Escuela de Guadalupe K – 8 grade levels.
 - Determine before school options for PK-4 students.
- State Licensure: Ensure the PK-4 program is compliant with all aspects of Colorado DHS licensing requirements and fully licensed
 - Ensure classroom and playground are compliant with all requirements and ready for state licensing visit.
 - Ensure personnel records are compliant with all requirements and ready for licensing visit.
 - Work with the DHS Office of Early Childhood to set state licensing visit.
- Program Assessment and Accreditation: Colorado Shines and DPP.
 - Register PK-4 program with Colorado Shines, and DPP
 - Ensure program information with these organizations is correct and current.
 - Maintain a 4 star rating and ideally support progress of the program moving up through Colorado Shines rating system.
- Program Staff: In collaboration with the school principal and school president, ensure the program has an adequate number of qualified personnel.
 - Ensure all personnel hired meet or exceed the state of Colorado mandated requirements for early childhood professionals; ensure yourself and each employee have current and complete personnel files, as mandated by the state of Colorado.
 - Ensure professional development plans to meet or exceed state of Colorado licensing requirements and also align with and support for Colorado Shine
- Support Recruitment Efforts
 - Work with the Principal and the Admissions Director to determine or adjust application and selection process for PK-4 students.
 - Assess and refine the student recruiting and admission process based on the year's experience and results.
- Curriculum and Instruction: Review and Evaluation
 - Act as director and lead instructor for PK-4 program.
 - Review all aspects of the PK-4 instructional program; modify and adjust based on the year experience and results.
 - Create thematic units for literacy, math, social studies, science and religion guided by essential questions and key vocabulary
 - Define enduring concepts, knowledge, and measurable outcomes for each unit that are shared in a syllabus with families and students at the beginning of the unit and evaluated at the end of the unit
 - Use instructional strategies that identify student learning objectives for each lesson and actively incorporate learning strategy modeling and instruction in every lesson



- Carefully plan and deliver lessons in learning environments that are clearly and firmly defined by language of instruction and that incorporate diverse perspectives, history and literature from around the world.
 - Actively support the evaluation plan across all academic areas, including formative and summative evaluation to assure maximum student progress.
 - Extend classroom learning to well designed daily homework which is actively applied to the classroom learning the following day.
 - Collaborate and plan with teammate, teaching assistant, fellow teachers, principal, assistant principal
 - Create a classroom environment of intellectual rigor and accountability .
 - Maximize instructional time during the day
 - Create a positive classroom environment
- Program Assessment and Accreditation: Colorado Shines, and Denver Preschool Program
 - Maintain rating Level 4 on Colorado Shines rating
 - Apply for Colorado Shines, engage in self-study process, and prepare for accreditation visit.
 - Ongoing refinement and enhancement of program instruction, curriculum, activities, and schedule.
 - Maintain required documentation to meet state of Colorado licensing requirements, maintain program rating of at least Level 4, and accreditation.
- Program Staff: Professional Development
 - Create and maintain documentation for a professional development plan for training and licensing that enables the program to maintain a Level 4
 - Professional assessment and evaluation of staff in collaboration with the Principal.
- The Director/Lead Instructor will devote ongoing attention to curricular and instructional refinement, professional development, student admissions and retention, maintenance of accreditation and ratings, and promoting the mission and values of the Escuela de Guadalupe school community.
- Model a respect for cultural and linguistic diversity
- Maintain close communication with families
- Provide a classroom environment that encourages family participation.
- Plan periodical parent/family teacher conferences to discuss children's developmental progress, needs and interests
- Support the cultural, spiritual and academic goals of the school by modeling compassion, love and care for the children at all times.
- Have the patience and positive attitude to be sure that every student has an academically rich experience and fully develops their cognitive and language abilities.
- Contribute to an environment of enthusiasm and dedication.
- Truly believe that every child, without exception, can excel.

Duties: supervision and attendance

- Morning and Afternoon Supervision
- Lunch and Recess Supervision
- Snack Supervision



- Attend weekly PLC meetings
- Attend all Professional Development days on the school calendar
- Participate and collaborate in school events which may occur outside of school hours
- Willing and able to carry out all duties of this position
- Willing and able to substitute in classes or supervision in the event of faculty/staff absence.

Expectations-intangible

- Carry out the mission and goals of the school
- Build positive relationships with adults and children in the school
- Model a respect for cultural and linguistic diversity
- Be positive about children in communication with staff, students and families
- Support the events that build community
- Maintain the required hours of the work day, as well as the class schedule
- Actively participate in ongoing dialogue about liberating education that works to change the status quo of the larger community
- Incorporate themes of social justice within your classroom instruction and how groups of people working together can create positive social change
- Empower students with a strong knowledge base and language skills to debate and challenge social injustices and current events
- Compassionate and professional attitude towards other employees, students, and families
- Excellent communication and interpersonal skills
- Well-organized, committed, with strong time management skills
- Creative and energetic
- Strong moral values and internal discipline
- Patience with new learners

Embrace Dual Language model

- Respect classroom-specific language model
- Carefully plan and deliver lessons in learning environments that are clearly and firmly defined by language of instruction
- Model language acquisition, language nuances, vocabulary usage, and grammatical fluency for students
- Value the integrity of both Spanish and English as tools for reasoning, problem-solving, communication and intellect.
- Model a respect for cultural and linguistic diversity
- Respect that all employees, students and families are at different levels of language learning

Embrace and Teach Catholic Religion

- Apply knowledge of the Catholic faith to guide students in their study of Catholic religion and how they apply their faith to their decisions and actions in school and in the community.
- Teach and model how Catholic virtues play a role in bringing peace and justice to ourselves and others.



- Incorporate the study of Catholic religion, liturgy, prayer and song in daily rituals and religious education
- Be willing to take classes/trainings provided by the Archdiocese to be able to able teach religion

Compensation

Financial and Benefits

- Competitive pay scale and benefits compensation commensurate with experience.
- Professional development including staff development, conferences, specialized training and education
- Tuition remittance for teacher's children enrolled at Escuela de Guadalupe (\$1,000 annual tuition)
- Medical and Dental benefits
- Retirement plan – 403b (once plan requirements have been met)

Work Environment and Community

- Small staff and tight knit community
- Direct contact with supervisors and families regularly
- Community that respects both English and Spanish and the different levels of proficiency each employee, family member, or student may have
- Opportunity for adults to enhance our own second language skills within a dual language environment
- Environment in which one can live and continue to enhance their faith
- Small class size and low student to teacher ratio

To apply or for more information please go to www.escuelaguadalupe.org/join-our-team

Print Name: _____

Signature: _____ **Date:** _____