



Leopard Care Director

Lincoln Academy is seeking a Director for the before/after school program (Leopard Care) at Lincoln Academy, which is a Jefferson County Public Charter school dedicated to Core Knowledge principles, for the 2025-2026 school year.

The Leopard Care Director is responsible for planning and implementing a quality before and after school care program that adheres to the Lincoln Academy Handbook and Jeffco Handbook, while providing a safe and developmentally appropriate program in accordance with all relevant state and local legislation, policies and procedures. The Leopard Care Director will respect students, parents, co-workers, and ensure that equipment and facilities are clean, safe, and well maintained. The Leopard Care Director must maintain strict confidentiality in performing their duties with students, parents, and other staff.

Essential Functions of the Leopard Care Director:

- Provide leadership to and direct supervision of the Leopard Care Program, in cooperation with school administration, for the purpose of meeting the goals and objectives of the program.
- Disseminate information regarding programs to staff and the community for the purpose of informing, educating and marketing.
- Schedule, train, lead and evaluate personnel within the program.
- Coordinate and manage billing processes for the program.
- Prepare and monitor all budgets related to Before & After School Program for the purpose of implementing and maintaining such programs.
- Maintain own professional competences.
- Plan and coordinate professional development for appropriate staff.
- Ensure compliance with State, Federal and all funding source guidelines (including Colorado Dept. of Human Services, and those from other funding sources, such as grants).
- Make recommendations regarding staffing needs for the program and take a leadership role in the recruitment efforts alongside school administration.

Minimum Qualifications:

- Must meet the minimum requirements set forth by CDEC for Center Director. These requirements must be verifiable prior to hire.
- A high school diploma or GED is required for this position. Relevant associates degree preferred.

How to apply:

Email the items requested below to Lori.Woods@jeffco.k12.co.us

- Cover letter
- Resume
- CDEC Director Credentials
- Lincoln Academy Job Application Form

Pay information: \$29.70 - \$35.70/hour depending on applicable experience. Average of 25hs/week. Job can be combined with an Educational Assistant position to qualify for full-time benefits.

Lincoln Academy is an equal-opportunity employer and does not make hiring decisions based on age, race, gender, religion, disability, or any other characteristic protected by applicable law. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact our Human Resources Department.