



Assistant Director of Early Learning/Lead Teacher

About Us:

The Powerhouse is Southwest Colorado's STEAM engine, empowering curious young learners through interactive experiences, discovery, and play. Launched as the Children's Museum of Durango in 1994 in a small attic space above the Durango Arts Center, the museum expanded to its current riverfront location and has welcomed 300,000 visitors since its opening in 2011. The Powerhouse has expanded to include a licensed, large child care center for approximately 40 toddler- and preschool-aged children.

Job Title: Assistant Director/LeadTeacher

Reports To: Director of Education/Center Director

Hours and Term: Full-time, non-exempt, could be part time to start

Start Date: April 6th, 2026, flexible start date

Compensation: \$24-27 an hour, salary equivalent \$50,000-54,000

Travel: Less than 10%

Benefits: Flexible PTO, ICHRA health plan insurance plan, SIMPLE IRA with 3% employer match

Roles and Responsibilities:

The **Assistant Director/Lead Teacher** acts as a key leader, splitting time between mentoring staff, managing classroom compliance, and providing high-quality care to children. This role supports the Director in daily operations, parent communication, and curriculum implementation, ensuring all Colorado licensing standards are met.

Key Responsibilities

- **Leadership & Administration:** Assist with staff scheduling, training, and supervision. Act as Director when needed. Maintain accurate child/staff records for licensing and Colorado Shines. Assist with staff development and mentorship, and provide support for challenging child behaviors that may arise.
- **Classroom Management & Curriculum:** Lead high-quality classroom instruction, implementing and evaluating center curriculum and assessment tools.
- **Safety & Compliance:** Ensure compliance with CDHS licensing and safety standards (e.g., fire drills, health protocols).
- **Family & Community Engagement:** Greet families, handle tours/enrollment, and conduct parent-teacher conferences. Assist with tuition collection and assisting families with funding and scholarship needs.
- Assist during transition periods throughout the day as needed.
- Help develop and implement procedures for disaster and emergency situations and act as the point of contact as needed.
- Coordinate with the Center Director regarding facility maintenance needs
- Assist the Center Director with facilitating visits with San Juan BOCES and Durango School District CHILD FIND for special needs referrals and services
- Report suspected abuse and/or neglect to the appropriate agency
- Maintain at least 15 hours of professional development annually

- Assist with other administrative and teaching duties as needed

Requirements:

- A Bachelor's degree or Associates degree in early childhood or related field. A CDA will also be considered, along with other educational credentials alongside significant relevant experience
- Minimum of a Level 3 Colorado Shines Early Childhood Credential 3.0 or the ability to demonstrate equivalency while obtaining credential, and credential should be obtained within the first 6 months of hire
- Obtain all required Colorado Large Child Care Center PDIS training within 30 days of hiring.
- Minimum of three years' experience working in toddler and/or preschool-age classrooms preferred
- Minimum of one year of supervisory/administrative experience preferred
- Spanish speaking preferred
- Ability to pass a background check, have a clean driving record, and be able to drive a 12 passenger van if needed.
- First Aid/CPR certified, or the ability to obtain prior to program opening
- Excellent presentation, writing, computer, interpersonal, & organizational skills
- Ability to multitask with ease on a variety of projects
- Ability to lift up to 50 pounds, walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day , and physically respond quickly in an emergency

Email resume and cover letter to elanor@powsci.org