

Elisa M. Starble

451 Jackson St
Denver, CO 80206
303-817-5916
elisa5starble@ymail.com

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Debra Bartleson
Denver City Council

Re: Head Start Policy Council

Dear Debra;

I am writing to submit my resume for consideration to the Head Start Policy Council vacancy. My entire career has been devoted to early childhood education both as a professional and, as the circumstances permitted, a volunteer. I have always been interested in Head Start programs because of their focus on children not fortunate enough to have access to the benefits of developmentally appropriate practices.

You will note from my resume that I have over fifteen years experience as an early childhood educator, administrator and director at both for-profit and non-profit schools including starting as a volunteer and "specials" educator within the Jefferson County School District. In addition, to my direct experience as an educator and leader I have significant practice in working on volunteer committees that had to communicate with a diverse range of stakeholders. I gained first hand experience working directly with challenging community issues as a part of the Jefferson County School Board planning committee. In that role I communicated effectively with parents, teachers and administrators. In subsequent positions, I had similar responsibilities.

In the last decade, I have strengthened my knowledgebase of developmentally appropriate practices and continue to augment my "Directors" certification. My passion is promoting early childhood development through "play" for all children. At this stage of my career, I am ready to re-engage in volunteering and look forward to applying my skills to help the Denver community. I believe my experience, educational background and ability to nurture cooperation is an ideal fit for this role.

Sincerely;

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Advocate, Administrator, Early Childhood Educator

Over fifteen years experience as an early childhood educator, administrator and director at both for-profit and non-profit schools as well as a lobbyist and school board committee member. Worked closely with all stakeholders including owners, Board of Directors, Heads of School, staff and parents. Responsible for Early Childhood staffing and support and well versed in virtually every aspect of school management and finances including admissions, training, and payroll. A leader and self-starter who possesses excellent relationship, development and communication skills.

Functional Experience

- **Leadership:** Director of Early Childhood Education: Responsible for day-to-day operations and communicating with a staff of 22 Early Childhood Professionals, teacher evaluations and support, developed and administered admissions procedures.
- **Subject Matter Expert:** Extensive working knowledge of developmentally appropriate early childhood curriculum and Colorado state childcare policies, rules and regulations.
- **Early Childhood Educator:** Pre-school educator at Core Knowledge School. Member of Curriculum Committee.
- **Finance:** Managed complete accounting for School- accounts receivable, accounts payable, payroll.
- **Computer Skills:** Proficient in a wide range of computer applications including Microsoft Word, Outlook, QuickBooks, Excel and ACT.

Experience & Achievements

The Goddard School of Lakewood: Lakewood, CO July 2011-present **Asst. Director of Preschool/Childcare Facility**

Manage day-to-day operations of this organization of 150 students and 30 educators. Responsibilities include scheduling, staffing and maintaining state licensing records. Developed and implemented curriculum for toddler and preschool aged children. Communicate with staff, parents and owner.

Lightway at Sloans: Edgewater, Colorado: March 2009-August 2010 **Director of Childcare Facility:**

Managed day-to-day operations of this childcare facility of 25 students and 6 educators. Responsibilities included scheduling, staffing and maintaining state licensing records. Developed and implemented curriculum for toddler and preschool aged children. Communicate with staff, parents and owner.

Montview Community Preschool: Denver Colorado: August 2008-March 2009 **Pre-School Educator:**

Lead teacher for 3-5 year olds. Created developmentally appropriate curriculum for classroom. Communicated with staff, parents and director.

Evergreen Country Day School: Evergreen, Colorado: June 2003 – October 2007

Director/Assistant Director

Managed day-to-day operations of this Core Knowledge School of 120 students and 27 educators. Responsible for accounting, teacher and student recruitment, admissions as well as communication with staff and parents. Developed and managed admissions procedure for school.

Evergreen Mountain School: Evergreen, Colorado: August 1998-June 2003

Pre-School Educator 2 ½ - 5 years old

Pre-School Teaching team. Lead Teacher: Developed curriculum, managed classroom, communicated with parents.

Education

Mills College: Bachelor of Arts; Business Administration

Oakland, California

Red Rocks Community College: Early Childhood Director's License- May 2005

Red Rocks Community College: Infant Toddler Supervisor Certificate- May 2010

Certified FEMA First Responder

Volunteer Activities and Associations

Jefferson County Board of Education: Budget and Strategic Planning Committee:

Golden, Colorado: June 1993-May 1997

Gathered, analyzed and discussed a wide range of planning issues including annual budget, school closures, designing new elementary school and restructuring of existing junior high school.

Jefferson County PTA: Golden, Colorado: Sept. 1993 – June 2004

Member and school representative to the PTA Legislative Committee including Advocate for Children's issues at the Colorado State Legislature.

Denver Rescue Mission / Champa House: Denver, Colorado: Jan. 2011 – June 2011

Cared for the resident's children while they pursued their educational goals.

Colorado Bright Beginnings: Denver, Colorado: Jan. 2011 – June 2011

Created database of clients and assisted with fund-raising events.

Memberships:

National Association for the Education of Young Children
Colorado Association for the Education of Young children

References available upon request