



ABC PRESCHOOL DIRECTOR

Job Description

Reports to: Lead Pastor in collaboration with ABC Committee and oversight by Staff Pastor Parish Relations Committee

Salary & Benefits: Commensurate with experience and agreed upon hours per week. Health Savings Account options are available.

EDUCATION, EXPERIENCE, SKILLS, CERTIFICATIONS REQUIRED

Meet DCFS Licensing Requirements outlined in section 407.130 of IL DCFS Rules Part 407 (as such requirements are modified): Licensing standards for day care centers.

MAJOR DUTIES AND RESPONSIBILITIES

1. Advancing physical and intellectual competence of children:

- Balancing child-initiated and teacher-initiated activities.
- Using appropriate equipment and materials for indoor and outdoor play.
- Involving children in planning and implementing learning activities.
- Providing an integrated curriculum and promoting language and literacy development.

2. Supporting spiritual, social, and emotional development:

- Planning activities that promote positive self-esteem and social skills.
- Incorporating spiritual development through prayer and Bible story time.
- Providing culturally diverse experiences.
- Using positive guidance techniques and establishing routines.

3. Establishing and maintaining a safe, clean, and healthy environment:

- Collaborating with the Church Office and staff for space utilization.
- Complying with state licensing regulations and ensuring safety.
- Promoting healthy eating practices and maintaining orderliness.
- Documenting accidents and addressing safety or cleanliness issues.

4. Establishing positive and productive relationships with families:

- Sharing assessment information and offering support.
- Encouraging family participation in the program and church.
- Promptly responding to calls and emails.

5. Ensuring a well-run, purposeful program:

- Operate within all DCFS guidelines and regulations.
- Coordinating and supervising assistants and volunteers.
- Assessing children's needs and maintaining lesson plans.
- Using assessments to plan activities.

6. Creating and maintaining an environment fostering parent satisfaction:

- Developing friendly and respectful parent relations.
- Communicating policies and procedures effectively.
- Resolving parent concerns promptly.
- Providing regular written communication and newsletters.

7. Developing leadership and teamwork with staff:

- Fostering teamwork and supporting staff's self-esteem.
- Initiating new ideas and resolving conflicts.
- Communicating and supporting change positively.
- Motivating and empowering staff and addressing staffing needs.
- Manage staffing and scheduling, ensuring proper staffing each day.

8. Maintaining a commitment to professionalism:

- Promoting the preschool's philosophy and ethical conduct.
- Adhering to professional standards and supporting colleagues' growth.
- Completing responsibilities promptly and communicating major issues.
- Attending meetings, workshops, and training sessions.

Monthly and annually, additional responsibilities include:

- Ensuring financial accountability, maintaining records.
- Monitoring and submitting for grants and external funding.
- Analyzing competition, adjusting expenditures, and collecting tuition.
- Informing the community, developing marketing, and enhancing the preschool's public image.
- Attending staff, council, and parent meetings.
- Assessing program supplies, updating the website, and developing the annual budget.

Interested in Applying?

Please send your cover letter and resume to Sycamore United Methodist Church at office@sycamoreumc.org.