

# **First United Methodist Preschool**

## **Job Description**

<b>Position:</b>	<b>Preschool Director</b>
Essential Job Function:	* Responsible for maintaining the daily operation of the facility, a warm and friendly environment and a quality Christian-based, child-centered program. Meets and maintains the minimum State Licensing Requirements of DCFS for the State of Illinois. Leads and supports the staff through teamwork and mutual respect to achieve individual and classroom goals.
Accountability:	*Reports to the Preschool Advisory Committee with day-to-day accountability to the Director of Children's Ministry
Work Year:	*12 month position --excluding holidays, Christmas and Spring vacations.
Minimum Education:	*Bachelor's Degree in Early Childhood Education or Bachelor's Degree with DCFS approved Early Childhood coursework.
Work Experience:	*2 years' experience in Preschool or licensed Child Care Center. *Work experience as a director or assistant director in a licensed child care program, preferred.
Skills:	*Well-versed knowledge of DCFS licensing standards. *Proficient Computer knowledge: Word, Excel, Publisher, Outlook, PDF, Facebook, required. *Well-versed knowledge of ExceleRate Illinois *Website maintenance knowledge and experience preferred. *Proven Organization and Communication Skills consistent with both preschool children and adult needs *Budgeting and Financial Analysis preferred
License or Certification:	*First Aid and CPR is required.
General:	*Must be 21 years of age. *Must have a strong interest in and a developmentally appropriate understanding of young children with a philosophy that is compatible with the goals of the preschool. Must have a working knowledge of Christian-based developmentally appropriate practices, anti-bias programming, emergent literacy, District Kindergarten standards and expectations, etc. *Must have a strong Christian faith and desire to create synergies between the church congregation and the preschool.

\*Position subject to successful background and fingerprint check.

## **Responsibilities**

### **Management and Planning**

1. Implement and maintain the Preschool program philosophy, goals, and objectives.
2. Interview, hire, train, supervise, evaluate and terminate staff: annual assessment of class/teachers.
3. Enforce and implement policies for the Preschool as required by DCFS.
4. Schedule work hours for teachers and co-teachers.
5. Collect & document fees and tuitions and maintain financial records in Excel Spreadsheet. Provide tuition receipts for families upon request. Take measures to collect past due tuitions. Make deposits to the church financial secretary when applicable.
6. Meet with the Preschool Advisory Committee to discuss policies, present ideas and recommendations.
7. Operate within the budget and obtain quotes for capital expenditures.
8. Represent the preschool to visitors, including new and prospective children and parents; provide facility tours for new/prospective families.
9. Responsible for maintaining minimum state licensing requirements of DCFS and for continuing to find ways to improve and up-grade the Preschool.
10. Maintain records for children and personnel in compliance with DCFS.
11. Maintain child information and class lists in excel spreadsheet.
12. Arrange for appropriate substitute staff and notify the church financial secretary of substitute payouts.
13. Meet regularly with Children's Ministry Director of the church, and others involved in the church's educational program for young children, to insure a smooth, cooperative relationship.
14. Determine emergency measures when a child is injured; as well as a risk management plan.
15. Maintain medical release information and insure all prescribed medications are up-to-date. In addition, the director will administer individual prescribed medications on file, as necessary.
16. Design and facilitate the Preschool Curriculum including the incorporation of Christian principles where appropriate. Utilize staff input to create empowerment and team approach to Curriculum planning.
17. Conduct back-to-school teacher in-service training and parent informational meetings.
18. Plan and facilitate activities such as book clubs, field trips (in-house and off-site), special visitors, parent meetings, and family events.
19. Plan and execute yearly fundraising, including—but not limited to—the Family Fundraising event which takes place in the spring. The director will utilize preschool parent volunteers to coordinate community and classroom donations for auction items.
20. Plan and facilitate all parent social events, including, but not limited to, the back-to-school Ice Cream Social/ Meet the Teacher Open-House event, Mom's Day Visit, Dad's Day Visit,

Preschool Art Show, and the September Parent Informational meeting prior to the beginning of the school year as an orientation for the parents

21. Responsible for summer planning, end-of-year finalization responsibilities, and upcoming school year preparation. The assistant director shall be incorporated into these summer responsibilities. The summer schedule is to be coordinated by the director and assistant director.
22. Attend at least 15 hours of in-service, conferences, and seminars as required by DCFS in order to receive early childhood training. Of these 15 hours, a minimum of 4 of these hours should directly relate to the position of director and or management.
23. Notify church office of room requests prior to the beginning of each school year, or as needed, for school activities and family events. These are room requests in addition to the daily classroom use.
24. Plan for and facilitate monthly chapel times for each group of students.
25. Apply for grants where applicable and available.

### **Staff Leadership**

1. Facilitate an atmosphere of cooperation, teamwork and mutual respect.
2. Organize and facilitate bi-weekly staff meetings and quarterly team building events.
3. Designate upcoming curriculum goals to be incorporated in monthly curriculum planning meetings. Curriculum goals and guidelines are to be distributed to the teachers at least one week prior to the monthly curriculum meetings.
4. Be available for individual direction and conferencing with assistant director, teachers, and co-teachers.
5. Provide staff with in-service opportunities and continuing education to meet the DCFS required 15 hours per year.
6. Communicate daily with staff including parent/child information that affects class participation.
7. Establish and maintain an open, friendly, warm relationship with each staff member.
8. Consistently work to translate the church's mission/purpose statement into the goals and outcomes of the Preschool
9. Work with teachers to ensure that developmentally appropriate, Christian-based activities are being implemented and measured.
10. Provide orientation for new staff members.
11. Prepare evaluations of the staff including development goals and ECE planning.. Be responsible for documenting all positive and remedial procedures.
12. Plan for and assist teachers in scheduling and organizing parent-teacher conferences. Phone conferences will take place in the fall; parent-teachers conferences in the Spring will take place at the preschool.

## **Communication**

1. Maintain open communication between the preschool and parents via individual contact, carpool interaction, and phone contact/message responses. Utilize Outlook e-mail, Weekly PDF newsletters, and additional internet based communication.
2. Update preschool website and Facebook page on a frequent and consistent basis.
3. Serve as a resource person for the parents and plan for parent informational meetings if necessary.
4. Stimulate and encourage parent involvement. Listen and respond to parent ideas/input.
5. Create, update, and maintain publicity efforts of the preschool through Facebook, Preschool Website, and Publisher Advertising to insure publicity is current and updated regularly.
6. Organize and facilitate parent communication through weekly Outlook and Word Communication procedures, Facebook and Website updates, and additional communication when necessary.
7. Establish and maintain an open, friendly, warm relationship with the children enrolled at the center.
8. Frequent interactions with the children and staff in the classroom.

## **To Maintain a Commitment to Professionalism**

1. Knowledge of the church's purpose statement and facilitate the preschool's role in helping to fulfill the church's purpose.
2. Maintain all DCFS standards as mandated by the state of Illinois and policies adopted by the Advisory Committee.
3. Support the center's code of ethical conduct, which is consistent with NAEYC.
4. Support the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement.
5. Promote the Preschool's philosophy and educational objectives.