

## **Small Miracles Preschool Woodridge United Methodist Church Preschool Director**

Woodridge United Methodist Church's Small Miracles Preschool is seeking a Preschool Director beginning June 1, 2019. The Director is responsible for maintaining the daily operations of Small Miracles Preschool, a warm and friendly environment, and a quality Christian-based, child-centered program. The Director must meet and maintain the minimum State Licensing Requirements of Department of Children and Family Services (DCFS) for the State of Illinois, and lead and support the staff through teamwork and mutual respect to achieve individual and classroom goals.

The Director reports to the Small Miracles Preschool Board of Directors with day-to-day accountability to the Lead Pastor of Woodridge United Methodist Church. This is full time position August 15 to May 31, with half time position June 1 to August 14, excluding holidays, Christmas break, and Spring break vacations. Please see below for the full Job Description and all requirements and responsibilities.

All interested individuals should send resumes to the Small Miracles Preschool Board of Directors at:  
Small Miracles Preschool  
ATTN: Heather Kostov, Board Chairperson  
2700 75th Street Woodridge, IL 60517

Or email to: [office@woodridgeumc.org](mailto:office@woodridgeumc.org)

### ***Work Experience:***

- 2 years' experience in a Preschool or licensed Child Care Center, and work experience as a director or assistant director in a licensed child care program preferred.

### ***Essential Job Function:***

- Responsible for maintaining the daily operation of Small Miracles Preschool ("the Preschool"), a warm and friendly environment, and a quality Christian-based, child-centered program.
- Meets and maintains the minimum State Licensing Requirements of Department of Children and Family Services (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 Small Miracles Preschool Board of Directors ("the Board") with day-to-day accountability to the Lead Pastor of Woodridge United Methodist Church (WUMC).

### ***Work Year:***

- Full time position August 15 to May 31, half time position June 1 to August 14, excluding holidays, Christmas break, and Spring break vacations.

### ***Work Schedule:***

- Flexibility is required.
- Hours of operation are 8am to 3pm, Monday through Thursday, and 8am to 12pm Friday. The Director will need to be on-call during all business hours. The Director will attend WUMC staff meetings, which are held quarterly.

- Preschool Director will attend monthly Preschool Board of Directors' meetings and present a report to the Board.
- Preschool Director will host and lead occasional open house activities, parent conferences, and annual special events, typically held on weekday evenings.

***Minimum Education:***

- Associates Degree in Early Childhood Education or Associates Degree with DCFS approved Early Childhood coursework, with Bachelor's Degree preferred.

***Skills:***

- Well-versed knowledge of DCFS licensing standards.
- Proficient Computer knowledge: Word, Excel, Publisher, Outlook, PDF, Facebook, required.
- Well-versed knowledge of Gateway to Opportunity.
- Website maintenance knowledge and experience, preferred.
- Proven Organizational and communication skills consistent with both preschool children and adult needs.
- Budgeting and financial analysis, preferred
- Highly organized, dependable, responsible, creative, self-motivated, self directed, and efficient.
- Demonstrated effective supervisory skills.
- Demonstrated ability to organize, coordinate, and motivate teachers.
- Demonstrated excellent problem-solving abilities.
- Strong team player with other WUMC staff, Preschool staff, and congregation.
- Demonstrated ability to recruit and retain teaching staff.
- Demonstrated team-building skills.
- Excellent communication skills and a demonstrated ability to develop strong rapport with teachers, parents, and children, including demonstrated ability to deliver difficult and/or sensitive messages to parents.
- Strong moral character and positive role model consistent with Christian beliefs.
- Computer and other technical skills, with an above average experience using email.
- Demonstrated experience using Excel for creating, maintaining, and reviewing budgets.
- Willingness and ability to learn new tools and technology, including WUMC database and website editor.

***License or Certification:***

- First Aid and CPR is required.

***General:***

- 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, Woodridge District 68 Kindergarten standards and expectations, etc. Must have a strong Christian faith and desire to create connections between WUMC congregation and the Preschool.
- Director position is subject to successful background and fingerprint check.

***Vision and Strategic Planning:***

- Take ownership of the overall long-term vision for the Preschool, which coincide with the mission and vision of WUMC.
- Plan for the future growth and vision of the Preschool.

- Stay aware of new and changing trends in education and incorporating them, in order to make the school more attractive in the competitive market.

## **Responsibilities**

### ***Management and Planning:***

1. Implement and maintain the Preschool program philosophy, goals, and objectives.
2. Interview, hire, train, supervise, evaluate and terminate staff, including annual assessment of classes and teachers.
3. Enforce and implement policies for the Preschool as required by DCFS.
4. Schedule work hours for teachers and co-teachers.
5. Collect and document fees and tuitions, and maintain financial records for Preschool Treasurer.
6. Provide tuition receipts for families upon request. Take measures to collect past due tuitions.
7. Operate within the budget and obtain quotes and board approval for expenditures over \$250.
8. Represent the Preschool to visitors, including new and prospective children and parents; provide facility tours for new and prospective families.
9. Responsible for maintaining minimum state licensing requirements of DCFS and for continuing to find ways to improve and upgrade the Preschool.
10. Maintain records for children and personnel in compliance with DCFS.
11. Maintain child information and class lists.
12. Arrange for appropriate substitute staff as needed.
13. Meet regularly with Preschool Board Chairperson and Lead Pastor, and others involved in WUMC's educational program for young children, to insure a smooth, cooperative relationship.
14. 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.
15. Conduct back-to-school teacher in-service training and parent informational meetings.
16. Plan and facilitate activities such as book clubs, in-house field trips, special visitors, parent meetings, and family events.
17. Plan and execute yearly fundraising.
18. Plan and execute Community Outreach programs such as "Souper" Highway, Tower of T.P., and Pennies for Birthday Boxes to benefit community organizations such as West Suburban Community Pantry and those in need in the Woodridge community.
19. Plan and facilitate all parent social events, including, but not limited to, Open House, Meet the Teacher events, Star of the Week visit, and Spring Fling.
20. Responsible for summer planning, end-of-year finalization responsibilities, and upcoming school year preparation. The summer schedule is to be coordinated with the Preschool Board Chairperson and the Lead Pastor.
21. 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.
22. Notify WUMC office manager of room requests prior to the beginning of each school year, or as needed, for school activities and family events.
23. Apply for grants where applicable and available.

### ***Health and Safety:***

1. Create and maintain a safe, secure, healthy, age-appropriate, orderly, and welcoming environment for children.
2. Ensure the health and safety of each child while they are on the premises.
3. Ensure CPR and First Aid training are current for self and Preschool staff; hold training, as needed.
4. Ensure that all Preschool staff meet United Methodist Church Safe Sanctuary requirements and certification requirements.

5. Ensure periodic check of classroom, playground, and indoor and outdoor equipment, and promptly correct any deficiencies.

***Emergency preparedness:***

1. Maintain, communicate, and evolve an emergency plan.
2. Determine emergency measures when a child is injured; as well as a risk management plan.
3. Maintain medical release information and insure all Epi-pen prescribed medications are up-to-date to be used in case of emergency.

***Staff Leadership:***

1. Facilitate an atmosphere of cooperation, teamwork, and mutual respect.
2. Organize and facilitate monthly staff meetings.
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 WUMC's mission and 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 Early Childhood Education (ECE) planning. Be responsible for documenting all positive and remedial procedures.
12. Plan for and assist teachers in scheduling and organizing parent-teacher conferences.

***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 newsletters, and additional internet-based communication.
2. Update Preschool website and social media 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 and input.
5. Create, update, and maintain publicity efforts of the Preschool through flyers, Village of Woodridge, WUMC signs, banners, social media, WUMC website, and WUMC newsletter to insure publicity is current and updated regularly.
6. Organize and facilitate weekly parent communication through email and newsletters, and additional communication when necessary.
7. Establish and maintain an open, friendly, warm relationship with the children enrolled at the Preschool.
8. Frequent interactions with the children and staff in the classroom.
9. Be available to parents to address concerns and answer questions.
10. Ensure that teachers hold parent teacher conferences at least annually.

***To Maintain a Commitment to Professionalism:***

1. Knowledge of the WUMC's purpose statement and facilitate the Preschool's role in helping to fulfill the WUMC's purpose.

2. Maintain all DCFS standards as mandated by the State of Illinois and policies adopted by the Preschool Board of Directors.
3. Support the Preschool's code of ethical conduct, which is consistent with National Association for the Education of Young Children (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.

***Financial Oversight:***

1. Annually review staff salaries.
2. Survey other church preschool programs as a benchmark and review tuition rates every three years.
3. Create annual budget with Board Chairperson and Treasurer for proposal to Preschool Board of Directors at April Board meeting.
4. Work to operate Preschool at near/full capacity.
5. Create awareness of the services of the Preschool by marketing and advertising.