



Prince of Peace Lutheran Church and Preschool

Schaumburg, IL

Love God. Follow Jesus. Invite All.

Early Childhood Director

Link to [job application](#)

Our Mission: Provide A Lifetime of Christian Values in Discovery Each Day.

Essential Job Function: The Director is responsible for maintaining and extending a warm and friendly environment within a quality Christian-based, child-centered program, coupled with maintaining the daily operation of the facility.

Full Time: Follows a typical school year calendar with flexibility in the summertime.

Requirements

- **Education:** Bachelor's degree in Early Childhood Education or Bachelors' degree with DCFS director qualifications preferred. Minimum education requirement of Associates degree with experience and DCFS director qualifications.
- **License or Certification:** DCFS Director Credential, First Aid and CPR is required. Food safety certification/manager certification (ServSafe) preferred.

- **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.
- **Technology:** Demonstrates competency with computer knowledge and/or a propensity to learn needed technology.

Responsibilities

Management and Planning

Understands personal leadership style and the human dynamics of many settings and adapts leadership behaviors to meet the needs of any situation. Collaborates, empowers, delegates, and holds self and others accountable. Marshals resources (people, funding, material, marketing/social media presence and support) effectively and with integrity. Demonstrates proficient budgeting and financial analysis skills. Consistently work to translate the church's mission statement into the goals and outcomes of the Preschool including an eye toward diversity, equity and inclusion.

- Implement and maintain the Preschool philosophy, goals, and objectives.
- Interview, hire, train, supervise, evaluate and terminate staff; annual assessment of class/teachers.
- Implement and enforce policies, procedures, and licensing requirements for the Preschool as required by DCFS.
- Oversees all financial documentation including management of revenue/expense accounts in partnership with the administrative assistant and treasurer.
- Facilitate an atmosphere of cooperation, teamwork, and mutual respect.

- Designate upcoming curriculum goals to be incorporated in designated curriculum planning meetings.

Communication

Demonstrates the ability to lead, inspire, and communicate effectively with others including students, staff, parents, and the community. Demonstrates the skills of flexibility, active listening and reflection. Openly accepts constructive feedback, and moves toward continuous improvement.

- Maintain positive and open communication between the Preschool and parents via individual contact, carpool interaction, and phone contact/message responses. Utilize e-mail, newsletters, website and social media.
- Oversees updating Preschool marketing and social media on a frequent and consistent basis.
- Serve as a resource person for parents and plan for parent information meetings.

Commitment to Professionalism

- Knowledge of the church's mission statement and facilitate the Preschool's role in helping to fulfill the church's mission.
- Maintain all DCFS standards as mandated by the State of Illinois and policies adopted by the Board of Preschool/Kindergarten.
- Support the professional growth and development of colleagues by sharing pertinent materials and information and by providing helpful feedback and encouragement.
- Promote the Preschool's philosophy and educational objectives

Salary and Benefits: A competitive salary/benefit package will be offered.