



Preschool Supervisor

Wilmette Park District

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Closing Date:
Salary: \$63,535- \$85,772

Description:

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined Contribution Plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts & usage benefits.

SUMMARY

Under the administrative direction of the Recreation General Manager, the Preschool Supervisor is responsible for the development, coordination, and evaluation of preschool curriculum with an emphasis on play-based learning, guardian relationship building and communication for full and half day preschool programs and summer day camps. In addition, the recruitment and supervision of Early Childhood Center staff and teachers. The Early Childhood Center is comprised of two full-time Preschool Supervisors that co-lead the Early Childhood team.

SUPERVISION:

- Supervise and ensure safety of participants and staff in the Early Childhood Programs in accordance with DCFS
- Recruit, hire, train, supervise, and evaluate part-time Early Childhood staff, including, but not limited to, Lead and Assistant Preschool Teachers and summer camp staff
- Plan, direct, implement and evaluate Early Childhood Programs and Camps
- Provide guidance to staff in adherence to the program quality standards

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Create, collaborate, implement, and evaluate curriculums for all levels of preschool, including morning, morning plus, and full day programs
- Streamline parent communications related to school year activities and offerings, monitor weekly communication from teachers to families
- Create age appropriate progress expectations for each classroom and monthly reports for each student based on those expectations
- Responsible for Early Childhood Center procurement of supplies and reconciliation, including, but not limited to, catered lunch

- Assist with registration, transfers, and refunds
- Assist with meetings with parent(s) or legal guardian(s) when appropriate; regarding student behavior and progress
- Consistently provide positive conflict resolution for families, teachers, and students
- Early Childhood Center teacher sub, as needed
- Maintain positive relationships with Early Childhood Center families
- Conduct facility tours, as needed
- Responsible for collaborating with the Marketing Department on annual marketing plan for operating areas, submit brochure content, and monitor website for accuracy
- Review and approve time sheets for employees and accurately complete bi-weekly payroll
- Assist in the creation, execution, and management of Early Childhood annual budget in accordance with Park District policies and procedures
- Monitor monthly budget reports and report any variances
- The Preschool Supervisor shall perform such other duties related to programming and the general Park District functions as requested or assigned by the Recreation General Manager and/or the Superintendent of Recreation

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents
- Obey all Park District and departmental safety rules, regulations and procedures established by the Wilmette Park District safety program that are pertinent to the activities conducted at the facility and property
- Promptly report all unsafe actions, practices, or conditions to the immediate supervisor
- Attend and participate in required safety training
- Review all accident and incident reports that occur under area of responsibility and send to Human Resources/Risk Management Department

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- DCFS Director Qualified or willing to obtain Director status certification in agreed upon time frame upon hire
- Minimum of a current CDA or early childhood teaching credential, an additional 12 semester hours of continuing education units in courses related to young children from birth to age eight, two years (3120 documented clock hours) of experience in a licensed childcare center or preschool and one year of management experience. Any candidate with 12 hours of completed coursework must present the District with a written career development plan documenting how and when the remaining six hours of required coursework (ECE or continuing education) will be completed.
- Preferred bachelor's degree or higher in early childhood education, elementary education or child development and management experience in a licensed childcare center or preschool.

CERTIFICATIONS:

- Valid Driver's License
- CPR/AED certification within three (3) months of hire (provided by the Park District)
- Maintain Food Handler's License

- Annual Sexual Harassment Training and Mandated Reporter Training as required by DCFS

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

TECHNOLOGY SKILLS:

Ability to type and familiarity with computers are essential. The Park District uses Microsoft Office Suite, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel objects, tools, or controls; reach with hands and arms; frequently required to stand, walk, stoop, kneel, crouch, or crawl; and talk or hear.

The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move more than 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Exposure to cleaning and disinfecting supplies.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting. The noise level in the work environment is usually moderate. Outdoor work area dependent on season, such as camp.

HOURS:

- Normal working hours are Monday through Friday, 10 am to 6 pm with evening and weekend hours occasionally expected, based on the needs of the Early Childhood Center and/or the agency.
- General hours of duty will be approved by the Recreation General Manager and Superintendent of Recreation for the various seasons of th

Link to apply on-line:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=117851&clientkey=F483035F83AF15A8C8A46DF6BE97D42C>