



Preschool Supervisor

Wilmette Park District

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Closing Date:
Salary: \$65,441 - \$88,345

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 and usage benefits.

Benefit Summary link:

<https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

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 the Park District's DCFS licensed 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, Park District policies, procedures and applicable laws
- 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
- Lead regular staff meetings and attend district-wide meetings to keep all levels of employees within the area of supervision apprised of agency business, including opportunities for communicating operational updates, feedback, and questions
- Actively support the professional development of division staff

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
- Ensure that participant registration information and ePact accounts are set up and completed prior to the start of programs utilizing ePact.
- Drive Park District vehicles, as needed
- Actively contribute to the Park District's sustainability goals
- Perform other duties as assigned

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that is pertinent to the activities conducted by the department
- Monitor the learn/play environment for safety hazards
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor, Human Resources/Risk Management division
- Attend and participate in required safety trainings
- Review all accident and incident reports that occur under area of responsibility and send to Human Resources/Risk Management division

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 Park 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
- Complete annual District trainings including, but not limited to, Sexual Harassment Training annually and Mandated Reporter every three years (as required by DCFS)
- CPRP preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to effectively present information in one-on-one and small group situations to parents, patrons and other employees of the Park District
- Ability to deal with problems involving a few concrete variables in standardized situations

TECHNOLOGY SKILLS:

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hand and arms
- The employee is occasionally required to stand, walk and sit; climb or balance; and push/pull objects

- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds
- The employee must maintain close supervision of children when assisting in programs
- Must be able to move quickly to respond to emergency situations or children's needs
- 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 the year

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