



Preschool Director (Early Childhood Coordinator) Barrington Park District

Contact Name: Jodi Krause

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Contact Phone: 847-304-5291

Closing Date:

Salary: \$24.00 - \$28.00 per hour DOQ

Description:

JOB TITLE: PRESCHOOL DIRECTOR (& Early Childhood Coord)

CLASSIFICATION: PART-TIME, NON-EXEMPT

SUPERVISOR: SUPERINTENDENT OF RECREATION

HOURS: 8:30AM – 2:30PM AUGUST 1 – MAY 31, 8:30AM – 1:30PM JUNE 1 – JULY 31

EMPLOYMENT GRADE: 3

PAY RANGE: \$24.00 - \$28.00/HOUR

BENEFITS: 5 DAYS PAID TIME OFF, IMRF ELIGIBLE, FITNESS MEMBERSHIP

POSITION SUMMARY:

The Preschool Director is a part-time position. The Preschool Director is responsible for the administration, development and direction of the preschool and early childhood programs and camps at the Barrington Park District. The employee functions with a wide latitude of administration and professional discretion under the Superintendent of Recreation and exercises immediate supervision over the part-time and seasonal employees of the Preschool.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Must be a minimum of 21 years old
- A minimum of an Associate's Degree from an accredited college or university in child development or early childhood education
- With the equivalent of either 21 semester hours or 31.5 quarter hours in courses related to child development, early childhood education or early childhood special education
- Copy of college transcript must accompany application
- Minimum of five years of teaching in a preschool program
- Must have two years' experience as director or assistant director of a reputable preschool program
- Familiarity with Paycom and RecTrac a plus
- Must be certified in First Aid, CPR and AED, or be willing to attain certification within 3 months of hire.

ESSENTIAL FUNCTIONS:

- Coordinates all Preschool and Early Childhood Programs at the Park District

- Oversee the daily needs of the programs in the Preschool and Early Childhood
- Plan and organize Preschool and Early Childhood programs keeping them innovative and responsive to the parent and children's needs
- Evaluate other preschool and early childhood programs throughout the year and prepare recommendations for continual improvement.
- Must be available to teach in the classroom
- Acts as a substitute teacher when needed
- Assist the teachers with their monthly lesson plans, making sure that lesson plans are current and reflect the philosophy of the Preschool and the Illinois Early Learning Standards
- Direct monthly staff meetings
- Direct and prepare materials for the yearly student orientation
- Prepare the Preschool registration packet and information for the parents and front desk operation
- Responsible for entering Preschool and Early Childhood programs into RecTrac
- Responsible for purchasing supplies and materials for programs
- Responsible for the preparation and monitoring of the Preschool and Early Childhood budgets
- Responsible for employee payroll
- Submit materials for preschool classes, preschool specialty classes and camps for brochure production
- Produce a preschool newsletter
- Produce a monthly classroom calendar
- Attend recreation staff meetings
- Hire and train teachers with the assistance of the Superintendent of Recreation.
- Supervise and evaluate teachers annually during their employment
- Responsible for planning and executing one annual preschool special event
- Responsible for preparing and running monthly billing
- Responsible for collecting all preschool tuition
- Responsible for maintaining preschool records such as medical forms, emergency forms, student evaluations, incident/accident reports, registration and attendance
- Follows park district health and safety policy and procedures
- Oversee the preschool for security, cleanliness, safety and maintenance
- Inform Superintendent of Recreation of any accidents, safety concerns, maintenance problems or parent complaints
- Carry out other duties as assigned by the Superintendent of Recreation

**Please submit resumes, cover letter and transcript to Jodi Krause,
jkrause@barringtonparkdistrict.org.**