

**DIRECTOR
ZION LUTHERAN PRESCHOOL
MASCOUTAH, ILLINOIS**

The individual holding this position assumes responsibility for all aspects of the operation of the preschool including organization, implementation, and supervision of all activities of Zion Preschool. All activities shall be designed toward a goal of developing a good environment for intellectual, social, emotional, physical and spiritual growth of preschool children, while meeting the goals set forth in the Student Handbook and adhering to the standards set forth by the Department of Child and Family Services of the State of Illinois.

QUALIFICATIONS

1. Meets requirements of the Department of Children and Family Services of the State of Illinois as outlined in Part 407 - Licensing Standards for Day Care Centers.
 - a) is at least 21 years of age
 - b) has a high school diploma or equivalent certificate (GED)
 - c) has a minimum of an Associate's Degree in child development or early childhood education, or the equivalent (defined a 64 semester hour in any discipline with a minimum of 21 semester hours of college credit in childhood development, early childhood education or early childhood special education) and either a Gateways to Opportunity Level I Illinois Director Credential [(see 89 Ill. Adm. Code 50.720(b)] or 3 semester hours of college credit or 3 points of credential approved training in administration, leadership or management.
 - e) has completed the credential program of the CDA National Credential Award System (The Child Development Associate, 1982) with current credentials as a Child Development Associate (CDA). i.e. Section 407.11 3 C
 - f) will be in attendance when preschool is in session, or delegate responsibility to assistant director.
2. Has a thorough understanding of the philosophy and methodology of early childhood.
3. Demonstrates the ability to develop and organize a challenging instructional program curriculum.
4. Is Christian by faith, affirmation, and example.
5. Has a clear understanding of the distinction between Law and Gospel.
6. Displays a willingness to grow both spiritually and professionally.
7. Has a good self-concept, good sense of humor and is well-groomed.
8. Is honest, dependable, resourceful, organized and a good communicator.
9. Exhibits the ability to indiscriminately love children and impart this love to them.
10. Is capable of managing a group of preschool children.
11. Is a good educational leader.
12. Is competent in business managerial and administrative skills and demonstrates a working knowledge of computers and finance.

ACCOUNTABILITY

1. The Director is accountable to the Zion Lutheran Church Board of Christian Education.
2. The Director will work as a team leader with all other personnel of the Preschool to further good relationships characterized by loyalty and cooperation in a common cause and ministry for Christ.

RESPONSIBILITIES

As the Educational Leader the Director will be responsible for:

- Planning, developing, and equipping an environment appropriate for young children.
- Planning, developing, and maintaining a Christian atmosphere of learning for young children.
- Developing and maintaining positive relationships among students, staff, parents, Pastor, congregation, and community.
- Planning and supervising a curriculum that is age-appropriate for preschool children and meets the stated purposes of the preschool as outlined in the Student Handbook
- Planning, managing, and supervising all student activities and routines.
- Planning and coordinating all field trips.
- Planning for the evaluation of all students in relation to their school program, abilities, and special needs.
- Arranging and implementing a sound nutritional program for all students including those with special dietary restrictions.
- Evaluating the preschool program and its curriculum each school year to insure it continues to meet all requirements as set forth by the Board of Christian Education of Zion Lutheran Church and the Department of Children and Family Services of the State of Illinois.
- Keeping current regarding research and developments in the field of early childhood education.
- Planning and implementing a program of professional growth for staff to meet State of Illinois requirements.
- Maintaining and updating records of professional growth (In-service) hours.
- Scheduling and implementing First Aid and CPR classes with a certified instructor and maintaining records in accordance with the Department of Child and Family Services of the State of Illinois.
- Leading daily staff devotions and prayers.
- Scheduling and conducting staff meetings as needed.

As the Manager and Administrator, the Director will be responsible for:

- Developing and implementing policies in accordance with the purpose of the Preschool.
- Serving as a non-voting member of the Board of Christian Education.
- Preparing the annual budget for the preschool and submitting it to the Board of Christian Education for approval.
- Operating within the adopted budget.
- Collecting fees, tuition and other moneys as deemed necessary, make deposits, and maintain records of all monetary transactions.
- Notifying parents of delinquent fees after the 15th of each month.
- Submitting semi-monthly payroll reports to the Treasurer of Zion Lutheran Church.
- Maintaining staff attendance records and adjusting pay as necessary.
- Coordinating and implementing fundraisers.
- Developing a yearly calendar to meet the goals of the preschool program as stated in the student handbook and within the guidelines of the Department of Child and Family Services of the State of Illinois.
- Developing a religious curriculum within the beliefs and teachings of the Lutheran Church Missouri Synod and implementing such program on a regularly scheduled basis.
- Communicating the preschool program to the congregation through the church newsletter, bulletin, and reports to the Board of Christian Education and church council.
- Maintaining an active system of parent-school relationships.
- Preparing and distributing parent newsletters and other forms of school/parent communication (i.e. special activities, communicable disease, etc.)
- Preparing and Distributing Information to enhance child/parent relationships (i.e. Resources for Educators Informational Letters, Scholastic Book Clubs, etc.)
- Keeping parents informed of progress and special needs of their children.
- Interviewing parents of prospective students and conducting school tours.
- Planning for and conducting the orientation of newly enrolled students and their parents.
- Developing and providing enrollment materials that reflect the philosophy of the Preschool within the guidelines of the Department of Children and Family Services of the State of Illinois.
- Developing, updating, and maintaining a Risk Management Plan in accordance with the guidelines of Department of Child and Family Services of the State of Illinois.
- Developing, updating, and maintaining records of an Integrated Pest Management Program in accordance with the guidelines of the Illinois Department of Public Health and the Department of Children and Family Services of the State of Illinois.
- Implementing, updating, and maintaining records of Lawn Care Chemical Applications.

- Planning, conducting, and maintaining records of fire and storm drills as set forth by the Department of Child and Family Services of the State of Illinois.
- Maintaining a referral system for children with special needs with the Mascoutah School District and other school districts as appropriate.
- Providing preschool records to Mascoutah School District and other school districts when requested, in accordance with DCFS regulations.
- Planning and implementing student vision and hearing testing in accordance with the requirements of the State of Illinois.
- Compiling and submitting data for Lutheran Church Missouri Synod district and synod records.
- Compiling and submitting data and records for Department of Child and Family Services for re-licensing.
- Coordinating, compiling, and distributing all paperwork involved in the operation of the Preschool.
- Contacting appropriate state and local regulatory agencies as necessary for the operation of the preschool.
- Meeting with representatives from the Department of Children and Family Services, the Department of Public Health and the State Fire Marshall's Office and ensuring that all aspects of the preschool program meet their guidelines.
- Contacting parents or caregivers when children are sick and need to be picked up.
- Reporting any suspected child abuse to the appropriate authorities.
- Preparing, maintaining, and retaining all records according to the Department of Child and Family Services of the State of Illinois requirements for staff, students, and program operation.
- Submitting monthly records of changes in staffing to DCFS as appropriate.

Records shall include but not be limited to the following documents:

- Report of Persons Employed in Child Care Facility – CFS 508
- Personnel Forms - CFS 508-1
- Personnel Health Records - CFS 602
- In-service Professional Growth Records
- CPR and First Aid Training Records
- Student Enrollment Forms
- Student Health Records - CFS 600
- Student Birth Certificates
- Verification of Receipt of Licensing Standards - CFS 581
- Daily Attendance Records
- Student Progress Reports
- Financial Records and Tuition Payments
- Fire and Disaster Drill Records
- Student Vision and Hearing Testing Acknowledgements and Results
- Equipment and Building Safety Records
- Unsafe Children's Products Certification Inspection Records - CFS 583-A
- State of Illinois Health Department Inspection Records

- First Aid Equipment Verifications
 - Risk Management Program Records
 - Pest Management Program Inspection Records
 - Radon Testing Certification Records
 - Lawn Care Chemical Application Records
 - Classroom and Equipment Cleaning Records
 - Delegation of Responsibility Records
 - Preschool Ownership Records
 - Insurance Verification Records
 - St. Clair County Sex Offender List Verification Records
 - Department of Child and Family Services Inspection Records
 - Department of Child and Family Services Re-licensing Records
- Supervising classroom schedules, space, and equipment
 - Arranging for necessary repairs and maintenance.
 - Planning, implementing, and updating a cleaning checklist for the classrooms, classroom furniture, toys and materials, and gym play equipment.
 - Ordering, managing, and obtaining supplies and equipment.
 - Preparing Staff Handbook in accordance with State of Illinois regulations and goals of the preschool program.
 - Interviewing prospective staff members and making recommendations to the Board of Christian Education.
 - Presenting contracts to the Board of Christian Education for signature, in accordance with the adopted budget.
 - Coordinating and scheduling yearly staff reviews with the Board of Christian Education.
 - Planning, coordinating, implementing, and attending all preschool functions outside of regularly scheduled class sessions. (i.e. Orientation, Open House, Graduation, and other special activities)
 - Attending meetings at the request of the Board of Education. (i.e. Voters meeting, Zion Lutheran Church Council meeting).
 - Arranging for the orderly cancellation of classes when necessary as outlined in the Student Handbook.
 - Handling all problems related to the administration of the preschool.

PERSONAL

1. Sets an example with good grooming habits and professional appearance.
2. Is sensitive to the needs of others, cares about the feelings of others, is respectful of others, maintains confidence, and shows a Christian concern for all.
3. Uses correct language, is tactful, courteous and an effective listener.
4. Is physically and emotionally healthy, poised, punctual and enthusiastic.
5. Displays a professional attitude and lifestyle with the morals consistent with that of Holy Scripture.

MEDICAL

The Director must have a physical and TB test by the Mantoux method as required by the State of Illinois. The physical form must be maintained in the office files. Staff must have a re-examination every two years.

BACKGROUND CHECK AND PROFESSIONAL DEVELOPMENT AND TRAINING

1. The Director must have a background check and fingerprinting as prescribed by the State of Illinois. (CFS 716, IL 418-0263)
2. The Director must have additional periodic background checks when required by the Department of Child and Family Services.
3. The Director must have Special Care Training as directed by the Department of Child and Family Services and provided by The Children's Home and Aid Society of the State of Illinois (CHASI).
4. The Director must maintain a current First Aid and CPR certification.
5. The Director must register with the State of Illinois as a Mandated Reporter and complete the Mandated Reporter Training Course for the State of Illinois.
6. The Director must complete the Food Industry Training Course for the State of Illinois and obtain a Food Handler Certification.
7. The Director must register with Gateways to Opportunity, an Illinois Professional Development System.

SALARY

The salary will be determined by the Board of Christian Education of Zion Lutheran Church.

Salary is paid bi-monthly on the first and fifteenth of the month with the option of being paid over a nine or twelve-month period.