

# Salem Methodist Preschool Director

Barrington, Illinois

## Job details

Salary (negotiable)

Job Type

Full-time

Number of hires for this role - 1

## Full Job Description

Salem Methodist Preschool located at 115 W. Lincoln Ave. Barrington, IL is seeking a Preschool Director for our Christian Preschool. We are seeking an individual who is energetic, organized, a problem solver, and possesses great communication skills. This individual needs to be passionate about early education, able to create a positive learning environment for children and be dedicated to the success of our next generation.

We offer programming for children from 18 months thru 5 years of age.

### Primary Responsibilities:

- Overall responsibilities for managing and overseeing all aspects of a preschool to include health and safety, enrollment, staffing, training and retention, and delivery of high-quality education and care.
- Maintain strong relationships with our families and staff as well as day to day interactions with children.
- Implements the necessary management responsibilities to ensure maximum enrollment and effective cost control.
- Cultivate and maintain a safe and enjoyable culture while working in a fast-paced environment
- Attend school and church events, functions, open houses.
- Ability to perform all essential functions for each position in the preschool, including, but not limited to, other Leadership Team positions, teacher, assistant and food service.

### Desired skills and experience:

- The Preschool Director must have completed at least two years of college credit including a minimum of twenty-one hours in early childhood education from an accredited college.
- A MINIMUM Bachelor's degree in early childhood, child development, elementary education or early childhood special education is preferred.

- Previous experience in a DCFS licensed program is also preferred. Strong background in state licensing regulations, staffing, enrollment and budget management
- Demonstrated highly-effective organizational, time management, and multitasking skills
- Demonstrated responsibilities in overseeing all preschool operations
- A proven track record in hiring, developing and retaining staff
- Strong commitment to building positive relationships with families and the community

**Desired Qualifications:**

- Extensive knowledge of State Licensing Rules
- Strong leadership skills
- Good listening and great follow up skills
- Excellent verbal and written communication

Job Type: Full-time

Benefits:

- Paid Vacation, Paid Professional Development,

Schedule:

- 8 hour shift

Education:

- Bachelor's degree (required)

Experience:

- Teaching: 5 years
- Leadership Experience: 3 years

Work Location:

- Salem Methodist Preschool located in Salem United Methodist Church

This Preschool Describes Its Culture as:

- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative

Preschool website:

- [www.salemmethodistpreschool.org](http://www.salemmethodistpreschool.org)

Work Remotely:

- No

COVID-19 Precaution(s):

- Remote interview process
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place