

**Salem Methodist Preschool Director**  
**115 W Lincoln Ave.**  
**Barrington, IL 60010**  
**847-381-0536**  
**[www.salemmethodistpreschool.org](http://www.salemmethodistpreschool.org)**

### **Our Mission**

The mission of Salem Methodist Preschool is to partner with Families and the Barrington, IL community to provide quality and individualized developmentally appropriate experiences grounded in Christian values for all of the children in our care.

### **About Us**

Salem Methodist Preschool is a ministry of the Salem United Methodist Church of Barrington. Through this ministry we provide traditional preschool programming for children aged 2-5 years old as well as weekly Enrichment & summer programming. Nestled in the heart of Barrington, IL Salem Methodist Preschool is proud of the holistic, developmentally appropriate experiences we are able to provide for our children.

### **We Want You**

We are currently seeking a Preschool Director who is able to honor the rich history of our program while assisting in providing our Teaching Teams, Families and students with the most innovative trends in Early Childhood practices, procedure and programming. The Preschool Director candidate's responsibilities include but are not limited to:

#### **Qualification & Requirements:**

- Must be at least 21 years old
- Bachelor's degree in ECE or related field
- Gateway Illinois Directors Credential (IDC)
- Must meet State requirements for Director of a licensed child care center with a minimum of:

60 semester hours of college credit with 21 in ECE (3 must be in educational leadership); or 2 yrs. exp (3120 clock hours with 30 semester hours and 10 credits in ECE) AND be currently enrolled to complete the 60 semester hours and achieve 18 credit hours; OR CDA and 12 credit hours of ECE and 2 years of experience (3120 clock hours)

- First Aid/CPR
- Food Manager certification (or obtain within first 90 days)
- At least two years of ECE leadership/administrative experience

- At least one year of ECE teaching experience with Preschool aged children

**Expectations:**

- Effective management of day-to-day Preschool operations
- Create a positive, open environment which cultivates & supports strong relationships with the Teaching Teams, Families & Church
- Strong knowledge base of Early Childhood Education curriculum, philosophies, child development, practices, teaching strategies, DCFS guidelines & state and local health & safety requirements
- Proficient knowledge of basic computer operations such as:

**Operating systems (Windows 7 or 10)**

**Office suites (Microsoft Office, Quickbooks)**

**Presentation software (PowerPoint, Keynote) Spreadsheets (Excel, Google Spreadsheets)**

**Communication platforms (Zoom, Twitter, website management)**

- Understanding of general Preschool budgetary responsibilities such as payroll, grant writing, inventory, management & discretion of facility related expenses
- Monthly Boarding of Director meetings
- Strong Christian faith & openness to create collaborations between the Preschool & the Church

Please forward your resume & your salary request directly to our email address @ [salemmethodistpreschool115@gmail.com](mailto:salemmethodistpreschool115@gmail.com)