



CRYSTAL LAKE PARK DISTRICT

An IAPD/IPRA Distinguished Agency

JOB ANNOUNCEMENT

POSTED January 9, 2012

- Position:** Barlina House Preschool Director
- Job Classification:** Non-exempt, part-time (9 months)
- Closing Date:** January 24, 2012
- Salary:** \$12.00 – \$21.00 Depending on education and experience.
- Hours:** Monday – Friday 8:30am – 3:45pm
- Qualifications:** DCFS Director Qualified (Section 407.130)
Must submit copies of college transcripts
See job description for additional qualifications
- Duties:** See job description.

Must complete an Application for Employment

Additional Information Contact:

Anna Olas

Human Resource Manager

815-459-0680 ext. 202

Visit website: www.crystallakeparks.org

**CRYSTAL LAKE PARK DISTRICT
BARLINA HOUSE PRESCHOOL DIRECTOR
JOB DESCRIPTION**

SUMMARY

The Barlina House Preschool Director under the direction of the Superintendent of Facility Services is responsible for the day to day operations of the facility as well as the planning, organization and supervision of the Barlina House Preschool Program.

QUALIFICATIONS

The Preschool Director must have completed at least two years of college credit including a minimum of eighteen hours in early childhood education from an accredited college. A Baccalaureate 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.

- Must possess knowledge of Department of Children and Family Services (DCFS) licensing standards (Part 407)
- Should possess knowledge of National Association for the Education of Young Children (NAEYC) accreditation guidelines
- Must possess knowledge of the Illinois State Board of Education (ISBE) Early Childhood Learning Standards.
- Must hold and maintain a current food sanitation license as required by the McHenry County Department of Health.
- Must hold and maintain current CPR, first aid, and AED certifications.
- Must be capable of navigating the internet, and knowledgeable in use of Word, Outlook and the Power Point programs.
- Must possess a valid driver's license.
- Should demonstrate a thorough knowledge of a preschool child's physical, intellectual, personal, emotional, social and cognitive development.
- Should have supervisory and program management experience.
- Must be able to supervise preschool staff, maintain relationships with parents of program participants, as well as relate to children.
- Must be able to develop, refine, and conduct a developmentally appropriate curriculum.
- Must be able to demonstrate warmth and acceptance of all children with consistent nurturing yet provide appropriate discipline when necessary.
- Should display cheerfulness as well as an outgoing personality as a preschool requires a great amount of energy and enthusiasm.
- Should be capable of contributing to a harmonious work place in relationships with coworkers.
- Diplomacy in communication is helpful.

ESSENTIAL FUNCTIONS

- Plan staff meetings for preschool employees.
- Attend park district employee staff meetings.
- Communicate matters of importance to supervisor in a timely manner.
- Participate in Park District Safety and Training Program to ensure that work performed and services provided are implemented in a safe manner.

- Adhere to the general rules and policies of the Crystal Lake Park District, as well as enforces the rules with staff members.
- Represent the preschool and park district with school district, community and early childhood organizations.
- Engage in on-going training of a minimum of 15 clock hours annually of professional development including early childhood, administration, and/or special needs.
- Communicate matters of importance to supervisor in a timely manner.
- Participate in park district Safety and Training Program to ensure that work performed and services provided are implemented in a safe manner.
- Responsible for day to day operations of facility and program.
- Adhere to the general rules and policies of the Crystal Lake Park District, as well as enforces the rules with staff members.
- Insures the safety of participants at all times and follow-ups on all accident and incident reports immediately.
- Process monthly calendar and newsletters.
- Communicate with Administrative Office on enrollment and tuition information.
- Provide monthly board report to supervisor.
- Provide information on program for brochure.
- Collect and submit accurate payroll records.
- Prepare and submit support documents as requested
- Manage program expenses.
- Submit bills and vouchers in a timely manner.
- Responsible for purchasing supplies and annual joint purchases orders.
- Responsible for overseeing safe operations for children and staff within Barlina House.
- Provide and maintain a neat, organized building, taking responsibility for upkeep of equipment and materials; assisting in clean up activities.
- Conduct and document daily building and playground inspection reporting any necessary maintenance and/or safety issues appropriately.
- Facilitate compliance with local, state and any applicable federal regulations governing child care.
- Conduct monthly fire safety drills; tornado drills in season.
- Maintain confidentiality in sensitive matters involving families enrolled in the program and staff issues.
- Work with parents to promote their understanding of the growth and development of their child in preschool; encourage parent participation through classroom visitation; conference with parents as requested.
- Provide information to perspective families through verbal and written means.
- Engage in on-going training of a minimum of 15 clock hours annually of professional development including early childhood, administration, and/or special needs.
- Plan staff meetings for preschool employees.
- Maintain personnel records as required by DCFS.
- Observe, support and assist employees to fulfill program goals.
- Mediate problems between staff members.

- Direct supervision of program employees including but not limited to selection, supervision, development, training, record keeping, evaluation, and termination.
- Maintain a current Preschool Employee Handbook.
- Prepare annual curriculum schools, staffing and program activities.
- Oversee appropriate classroom activities within guidelines of curriculum and ISBE Early Childhood Learning Standards.
- Observe classroom functions for continuity and improvement.
- Maintain records essential to administration and operation of the program including children's enrollment and health information.
- Organize and attend school functions and special day events.

MARGINAL FUNCTIONS

- Act as support and substitute for staff members as necessary.
- Supervise all activities to insure safety of children at all times.
- Maintains knowledge of special needs of children, administering any prescribed medication if needed.
- Attend seminars and training workshops.
- Serve on in-house committees
- Perform other duties as assigned by supervisor.
- Remain informed of current trends and issues in early childhood
- Represent the program at various community organization meetings and events.
- Serve as park district liaison with early childhood programs in local school districts and other organizations.

The 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.

PHYSICAL CONSIDERATIONS

- Must be able to lift objects less than forty (40) pounds.
- Must be able to be on your feet for extended periods throughout the workday and be seated for extended periods throughout the workday.
- Must be capable of using stairs.
- Must be capable of getting down and up from the floor.
- Must be capable of bending and stretching to pick up and put away toys and equipment.
- Must be capable of seeing to supervise staff, children, and read stories.
- Must be capable of hearing to accommodate adult and children's verbal needs.
- Must be capable of grasping door knobs, file drawers, binders, zippers and buttons.
- Must be capable of using a computer

PSYCHOLOGICAL CONSIDERATIONS

- Must be able to communicate effectively in verbal situations (use of telephone, small and large group meetings, with children, patrons and coworkers).
- Must be able to communicate effectively in written situations (newsletter, note- keeping, assessments, and computer).
- Must be able to effectively give and receive verbal and written directions.
- Must be able to maintain a positive mental attitude, and effectively adjust to stressful situations (handling irate customers, groups of children).

PHYSIOLOGICAL CONSIDERATIONS

- Prolonged stress and pressures of the position could affect some individual's blood pressure.

ENVIRONMENTAL CONSIDERATIONS

- Exposure to outdoor climatic and temperature conditions (heat, cold, sun, wind precipitation & humidity).
- Exposure to indoor climate conditions (heat, air-conditioning).
- Exposure to noise and classroom sounds.

COGNITIVE CONSIDERATIONS

Worker must be able to:

- Exhibit good problem solving abilities and good judgment
- Demonstrate good safety awareness
- Use basic math, reading and writing skills
- Follow step-by-step procedures and obtain appropriate end results
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

If at any time during the course of employment the employee is unable to perform the duties, functions, or considerations outlined in this job description, the immediate supervisor should be informed.

(AMO updated 8/06 revised PH 9/11)