

Small Miracles Preschool Woodridge United Methodist Church Preschool Director

Woodridge United Methodist Church's **Small Miracles Preschool** is seeking a Preschool Director beginning immediately. The Director is responsible for maintaining the daily operations of Small Miracles Preschool, a warm and friendly environment, and a quality Christian-based, child-centered program. The Director must meet and maintain the minimum State Licensing Requirements of Department of Children and Family Services (DCFS) for the State of Illinois, and lead and support the staff through teamwork and mutual respect to achieve individual and classroom goals.

The Director reports to the Small Miracles Preschool Board of Directors with day-to-day accountability to the Lead Pastor of Woodridge United Methodist Church. This is full time position August 15 to May 31, with half time position June 1 to August 14, excluding holidays, Christmas break, and Spring break vacations. Please see below for the full Job Description and all requirements and responsibilities.

All interested individuals should send resumes to the Small Miracles Preschool Board of Directors at:
Small Miracles Preschool
ATTN: Heather Kostov, Board Chairperson
2700 75th Street Woodridge, IL 60517

Or email to: office@woodridgeumc.org

Work Experience:

- 2 years' experience in a Preschool or licensed Child Care Center, and work experience as a director or assistant director in a licensed child care program preferred.

Essential Job Function:

- Responsible for maintaining the daily operation of Small Miracles Preschool ("the Preschool"), a warm and friendly environment, and a quality Christian-based, child-centered program.
- Meets and maintains the minimum State Licensing Requirements of Department of Children and Family Services (DCFS) for the State of Illinois.

Work Year:

- Full time position August 15 to May 31, half time position June 1 to August 14, excluding holidays, Christmas break, and Spring break vacations.

Work Schedule:

- Hours of operation are 8am to 3pm, Monday through Thursday, and 8am to 12pm Friday. The Director will need to be on-call during all business hours. The Director will attend WUMC staff meetings, which are held quarterly.

Minimum Education:

- Associates Degree in Early Childhood Education or Associates Degree with DCFS approved Early Childhood coursework, with Bachelor's Degree preferred.

License or Certification:

- First Aid and CPR is required.