

Job Description – Director of Kindercottage

Location – 564 Veronica Ave, East St. Louis, IL 62205

Job summary:

Front-line management role; directly accountable for all operational aspects of the site, leading the staff to ensure quality care and education for children; manage financial and cost control measures; incorporate continuous improvement in quality of operations; deliver exemplary customer service; and ensure compliance with all federal, state and local laws.

Principal Duties and Responsibilities:

Consistently executes plans that ensure that the mission of serving families and children in a caring and nurturing environment in alignment with values, beliefs, and policies that encompasses local and national standards

Approaches community leaders and our sponsoring churches on behalf of the organization

Articulate importance of early childhood education (ECE) in child's development

Builds relationships with prospective and current families

Stays abreast of regulatory changes impacting ECE and before/after care programs

Efficient planning and allocation of site resources in alignment with the needs of children and budget guidelines

Actively leads teaching staff at effectively accomplish targets, objectives and goals

Continually work to successfully grow enrollment

Ensure that the teacher and mentors are monitoring the success of each child by consistently checking documentation and family communication

Develops teaching staff by conducting and facilitating observations, coaching, and professional development days

Work collaboratively with the Illinois South Conference and Presbyterian staff and churches

Ensure orientation and training is received by all new and experienced teachers and/or others

Develops and maintains good working relationships with state licensing authorities, community contacts and the US Dept. of Agriculture

Ensures compliance with all federal, state, and local laws, as well as organizational policies and procedures

Qualifications

Bachelor's degree

One or more years of experience managing non-exempt employees, quality control, and finances in service industry preferred (children education, care, and development preferred)

Demonstrated understanding of the needs of families and children

Demonstrated skills in conflict resolution and collaboration

Budget experience preferred

Strong problem solving skills, management skills, and excellent communication skills

Computer skills at a general business level

Must be able to lift a minimum of 40 pounds

Overnight travel to professional conferences or meetings is occasionally required

Must have resume, 3 professional references and transcripts for proof of academic experience sent to address below

Salary - \$42,000

Search Committee, Uni-Press Kindercottage 564 Veronica Ave., East St. Louis, IL 62205 or submit online at: drphilwilhelm@gmail.com