

Child Care Center Assistant Director

The mission of Community Presbyterian Child Care Center in Clarendon Hills is to provide safe, nurturing, high quality home-away-from home before- and after-school care to children whose parents work or attend school. Our Center currently serves children ages five to 12 years old, is licensed by the State of Illinois Department of Child and Family Services (DCFS) and will be adding full day care for 3 and 4 year old children for the 2019 – 2020 school year.

We are looking for an Assistant Director who is an energetic, nurturing, skilled and competent caregiver and will represent the Center at all times while on duty either in the classroom or in an administrative capacity. The Assistant Director should be an emotionally mature adult who enjoys working with children and adults. Personal traits should include a positive attitude, flexibility, and a willingness to cooperate with others.

This is a 10 month position requiring 30 – 40 hours per week through June of this year and expanding to full time 40 hours per week for 2019-2020 school year. The ability to maintain a flexible schedule is required.

Some responsibilities will include, but not be limited to:

- Curriculum development
- Teaching in the classroom approximately 50% of scheduled hours as required to maintain proper ratios of adults to children
- Preparation of Parent and Center financial contracts
- Scheduling children's attendance, lunch and bus rides
- Preparation of financial/tuition statements reflecting attendance, lunch fees, bus fees, holiday care, field trips etc.
- Maintaining current children's records in computer
- Transporting children back and forth to school in the church bus
- Assisting Director in preparation for Center Special Events
- Assist in closing of Center in June and also set-up of Center in August as coordinated with the Director
- Attendance at some Child Care Center Committee meetings is required as coordinated with the Director
- Other duties as assigned by the Director

A candidate for the position of Assistant Director must meet or exceed state licensing requirements, which include but are not limited to:

- Must be at least 21 years of age with a High School Diploma or GED.
- Hold a current certification in infant, child and adult CPR and first aid or willing to obtain.
- Hold a certification as a food handler by the State of Illinois or willing to obtain.

- At least 2 years' experience in a licensed Day Care Center serving children ages 2 to 12 years of age.
- 1 year of supervisory experience.
- Associate degree in child development or early childhood education
OR
64 semester hours in any discipline with a minimum of 21 semester hour college credits in child development, early childhood education or early childhood special education
- Have a Gateways to Opportunity Level 1 Credential or higher with 6 semester hours of college credits of credential approved training in administration, leadership or management.
- Meet all State of Illinois Department of Children and Family Services Child Care Facility Driver Eligibly Criteria

We offer a competitive salary based on 43 week work year with paid vacation and sick days. Medical and dental insurance are available, plus retirement 403b.