



Edison Park Lutheran Church Preschool is looking for a **Preschool Director/Lead Teacher**.

Must have a minimum of an Associate Degree in child development or early childhood education **OR** 64 semester hours in any discipline with a minimum of 21 hours of college credit in child development, early childhood education or early childhood special education. The Preschool Director/Lead Teacher must also possess **ONE** of the following:

- ❖ Gateways to Opportunity Level 1 Illinois Director Credential,
- ❖ 3 semester hours of college credit in administration, leadership or management, **OR**
- ❖ 3 points of credential-approved training in administration, leadership or management.

The Preschool Director/ Lead Teacher would be responsible for:

- Planning and implementing the preschool curriculum, including all educational programming, field trips and special events
- Maintaining compliance with licensing requirements as well as all applicable state and federal laws, and preschool policies and procedures
- Completing all administrative work as it pertains to the program, students and personnel
- Creating and maintaining an environment that nurtures and promotes children's development
- Communicating effectively with students, parents, and staff
- Maintaining class records and class supplies
- Ensuring the daily function of the preschool program, schedules and activities
- Participating in marketing events and community relations

Qualifications:

- Strong interpersonal and communication skills
- Ability to develop activities that are fun and educational for young children
- Professional leadership and management skills
- Effective organizational skills
- Ability to utilize technology and social media
- Patience and compassion for working with young children
- Good moral judgment and understanding of our Lutheran faith

Must pass a DCFS background check and be fingerprinted.

Send Resume to both:

jschultz@edisonparkchurch.com
lmartinez@edisonparkchurch.com