

Part Time Director/Teacher for Christian Preschool
Approximately 30 hours per week
August 15 - June 15
(limited, flexible summer hours June 1 - August 15)
Position to begin June 1, 2021 (negotiable)

To apply: Submit resume, a cover letter and three letters of reference in person, by mail or by email.

Immanuel Lutheran Church
511 Russell Road
DeKalb, IL 60115

office@godwithusilc.org

Who is Little Lambs: Little Lambs Preschool of Immanuel Lutheran Church strives to provide a quality education for children ages 3 - 5 years in order to prepare them for school years ahead, spiritually, academically and socially.

Maximum class size of ten children per classroom. · Class adult/student ratio is a maximum of 1:5.

Little Lambs offers a traditional preschool education in a loving environment. The primary purpose is to provide quality programming in a safe environment that fosters growth for children and their families. A Christian emphasis is maintained while recognizing the importance of the child's physical, mental, emotional, and social development. We strive to provide opportunities for children to learn in many ways, offering programming that encourages respect of others while teaching children to learn to take responsibility for themselves and their actions. Using the guidelines of the area school districts, classes work on their kindergarten readiness skills.

See www.LittleLambsDeKalb.org for more information.

Summary of Position: Part time Christian preschool director/teacher

Projected start date of June 1.

Total director/teacher hours are approximately 30/week. This is to include up to 10 hours/week for director duties and 20 hours for teaching duties when school is in session (September - May).

Director Hours:

June 1 - August 15: Director offers flex summer hours, averaging not more than 10 hours per week.

August 1 - June 15: (10 hrs/week)

Responsible for the day-to-day operation, communication & leadership, as well as maintaining all state standards for licensing. The school typically has a staff of six, (based on enrollment) with a capacity of 47 children. The Director will work under the direct supervision of the administrative pastor to carry out the vision of Little Lambs Preschool and under the auspices Board of Christian Education.

Teacher Hours:

Teacher: (20 hrs/week) Classes begin after Labor Day and typically follow the DeKalb School District calendar through Memorial Day. Classroom hours are 9 - noon; Monday through Friday. Each class has 9 - 10 children and a classroom aide. (5:1 ratio)

Teachers have opportunity to be creative with their classrooms and are responsible for their own lesson plans. A loving and supportive atmosphere for the children is a top priority.

Little Lambs is a school with focus on the social, spiritual, and academic skills of the child. Within the schedule we ask that children be given the opportunity to explore music, math, science, art, creative play as well as preparing kindergarten skills in colors, handwriting, large and small motor skills. This is accomplished through a mix of discovery time and scheduled activities.

We use a Christian curriculum as part of our ministry, which includes a Bible story as well as ideas for tying the story into daily activities.

Qualifications:

- As a state licensed preschool the candidate must meet or exceed all DCFS requirements for preschool Child Care Director with teacher qualifications. Early childhood certification or qualifying

early childhood education hours in conjunction with additional degree required. Min: 18 hours
Early Childhood Education classes or equivalent

- Possess a mature Christian faith and active (attending) a Bible-based, Christian church.
- Early Childhood or Elementary Education experience preferred.
- Good classroom management skills and understanding of developmentally appropriate Early Childhood curriculum.
- Ability to communicate and relate warmly to young children as well as adults.
- Computer literacy with knowledge and ability to confidently utilize basic programs such as Microsoft Word, Publisher, and Power Point.
- Excellent written and oral skills.
- Attention to detail.
- Ability to organize tasks.
- Ability to maintain confidentiality.
- Ability to supervise and evaluate the work of others.
- Ability to work with and cooperate with all supervisory staff.
- Ability to review, understand, and apply concepts presented at conferences and from professional literature.
- Exhibit maturity and prayerful consideration in decision making.
- Demonstrate flexibility in daily duties when necessary while maintaining well-organized classrooms, common area, and office.
- Capably handle and provide leadership through difficult or crisis situations.
- Ability to physically be able to stand, stoop, bend, sit on the floor, and move with children.

Director/Teacher Duties:

- Maintain all required state and local licenses.
- Ensure all state standards are met or exceeded.
- Provide leadership for preschool staff meetings.
- Coordinate teaching schedules and arrange for substitute teachers as needed.
- Teach up to five days per week as enrollment dictates.
- Coordinate and ensure continued communication to parents throughout the school year through a systematic parent-school communication system (regular newsletters, emails, etc.)
- In partnership with the Board of Christian Education create and adhere to a yearly school calendar in a timely manner.
- Monitor the need and desire for minimal before and after school care, and implement as directed by the administrative pastor and Board of Christian Education.
- Work with the pastor to create and maintain weekly chapel services.
- Evaluate and monitor curriculum in each classroom to ensure it is age appropriate and in line with best practices, including a daily religious curriculum for all students.
- Maintain proper conditions for health and safety of families and staff.
- Coordinate field trips and special guest presentations.
- Coordinate music instruction.
- Plan and arrange healthy and allergy friendly foods and snacks that meet DCFS standards.
- Hold parent/teacher conferences twice yearly.
- Coordinate and attend evening family events (examples: open house, Christmas, Spring Sing)
- Prepare and keep updated Parent Handbook.

Supervision

- Foster the professional development, performance, and leadership of Little Lambs Preschool staff.
- Supervise staff by means of classroom observations and annual evaluations as well as regular informal interactions.
- Maintain appropriate personnel records for staff.

Budgeting/Fundraising

- Prepare and submit recommendations for budget and tuition rates to the Board of Christian Education.
- Operate within the approved budget.
- Identify and develop relationships for fundraising opportunities/grants.
- Supervise the ordering of supplies, materials, and equipment for the preschool in coordination with the church office.
- Oversee Little Lambs Preschool fundraisers.

Responsibilities to the Church

- Attend meetings, including church staff meetings, monthly Board of Christian Education and other meetings as needed.
- Be responsible for the orderliness and organization of the preschool.

- Advertise personnel needs, process employment applications, assist in interviewing prospective staff, and make recommendations to the board for hiring and termination.
- Foster and encourage a relationship between Little Lambs Preschool families and members of Immanuel.
- Work with church staff and leadership to strengthen the connection between the church and school through joint programming and outreach events.

Marketing

- Work with office staff to maintain Little Lambs website.
- Maintain an active and changing online social media presence.
- Set up and participate in local pre-school fairs.
- Work to develop relationships with the community, especially with local churches, government officials, community groups and businesses.
- Oversee tours/information sessions for potential families.
- Work with the office and Outreach Board to develop public relations materials for advertising the school.

Teaching Responsibilities:

- Stimulate emotional, intellectual, and social growth of students by developing and directing educational programs and activities tailored to assigned class.
- Provide a safe environment by maintaining orderly, clean, and appealing facilities; eliminate or remove known safety hazards; following and enforcing standards and procedures; complying with legal recommendations.
- Encourage student participation by providing interactive activities.
- Inform staff and parents of curriculum by preparing and submitting lesson plans, posting schedules and curriculum outlines.
- Keep parents informed by posting parent information in the classroom, maintaining, and sharing records of child's progress and behavior, including parent/teacher conferences. (once per semester)
- Encourages development of student self-control by utilizing classroom management and modeling techniques.
- Ensures consistency of service by maintaining open communications with parents and staff.
- Maintains equipment and supplies in partnership with the office manager and following operating instructions; inventorying supplies; placing orders; verifying receipt.
- Improves educational quality results by studying, evaluating, and re-designing processes, implementing changes.
- Actively participates in continuing educational opportunities. Maintaining personal networks; participating in professional organizations.
- Show initiative to explore opportunities to improve and enhance Little Lambs Preschool.

Complete other duties, as assigned by Pastor or Board of Christian Education.