

Preschool Director/Teacher at Village of Island Lake, IL.

Reports to: Creative Playtime Preschool Supervisor

Location: Village of Island Lake, IL.

About the Village of Island Lake:

The Village of Island Lake, IL is located in Lake and McHenry counties in the northwest suburbs of Chicago and has an approximate population of 8,100 residents. Island Lake gets its name from the village's namesake lake. Island Lake was originally a vacation destination for Chicagoans, but due to its charm and beauty, it became a permanent residence for many to grow their families and call home. Island Lake continues to grow and prosper while still maintaining its overall charm and beauty.

About this role:

The Preschool Director/Teacher must be DCFS Director qualified. This position will include teaching, managing and implementing daily curriculum, along with some administrative work. They will emphasize educational experiences to help the children grow emotionally, socially, physically, and intellectually by guiding them in structured learning and playtime and help them develop their problem-solving skills.

Specific job responsibilities include:

- Ensure the preschool is up-to-date with DCFS licensing and building and safety code compliance.
- Ensure staff meets DCFS standards and required training.
- Help manage financial resources, budgets, and expenses.
- Maintain personnel and student files.
- Hire and mentor qualified staff.
- Oversee additional programs, which may include summer camps.
- Maintain regular communication with parents and families.

About you:

- Degree in Early Childhood or Director Credentials
- Must meet DCFS qualifications for the role
- CPR and First Aid Certification or willingness to obtain
- Background Check
- Proficient computer skills
- Previous experience working in a preschool a plus
- Passionate about working with children
- Positive and patient demeanor
- Excellent written and verbal communication skills

What's in it for you:

This is a part-time position with the ability to possibly work up to 24 hours per week in a kind, friendly, family orientated environment. You will work collaboratively with the Creative Playtime Supervisor and other Creative Playtime staff to fulfill DCFS qualifications and the educational needs of the preschool students.