

Job Title: Child Care Director

Location: 8356 S. Stony Island Chicago IL 60617

Reports To: Leroy Palmer

Employment Type: Full-Time

Position Summary:

The Child Care Director is responsible for the overall management and administration of the child care center, ensuring compliance with Illinois Department of Children and Family Services (DCFS) licensing standards. This role involves overseeing daily operations, managing staff, developing educational programs, and maintaining a safe and nurturing environment for children.

Key Responsibilities:

- Develop and implement age-appropriate curricula and programs that meet state and federal guidelines.
- Hire, train, supervise, and evaluate child care staff, ensuring all certifications and background checks are current.
- Manage the center's budget, including procurement of supplies and equipment.
- Ensure the facility complies with health, safety, and sanitation regulations.
- Maintain open and effective communication with parents, addressing concerns and providing updates on children's progress.
- Organize and conduct regular staff meetings and professional development sessions.
- Maintain accurate records, including enrollment, attendance, staff qualifications, and incident reports.
- Serve as the primary liaison with DCFS and other regulatory bodies, ensuring ongoing compliance and readiness for inspections.

Qualifications:

- Age: Must be at least 21 years old.
- Education: Minimum of an associate degree in child development, early childhood education, or a related field. Alternatively, 64 semester hours from an accredited college with at least 21 semester hours in child development, early childhood education, or early childhood special education.

- Experience: At least 1,200 hours of work experience as a director or assistant director in a licensed child care center.
- Credentialing: Possession of or eligibility for the Gateways to Opportunity Level I Illinois Director Credential.
- Certifications: Current CPR and first aid certifications specific to all age groups served (infant, child, and adult).
- Training: Completion of a DCFS-approved basic training course on providing care to children with disabilities within 36 months of hire.
- Background Check: Successful completion of a comprehensive background check as required by DCFS.

Preferred Qualifications:

- Bachelor's degree or higher in early childhood education or a related field.
- Experience in administrative or leadership roles within child care settings.
- Strong organizational, communication, and interpersonal skills.
- Familiarity with ExceleRate Illinois quality standards and continuous quality improvement processes.

Working Conditions:

- Must be on-site during all hours of operation.
- May require occasional evening or weekend hours for events or meetings.
- Ability to lift up to 50 pounds and perform activities that require frequent bending, kneeling, and standing.

Application Process:

Interested candidates should submit a resume, cover letter, copies of relevant certifications, and three professional references to dreambigscholasticacademy@gmail.com