



FCC Weekday Preschool Director

PRIMARY OBJECTIVES:

The Weekday Preschool (WPS) Director oversees the leadership, operations, and compliance of Flossmoor Community Church's (FCC) preschool. The goal is to ensure a high-quality education in a nurturing, inclusive, engaging environment in which our children can learn, grow, and enjoy the delights of childhood.

AREAS OF RESPONSIBILITY

Educational Program Management

- Oversee all educational activities to support child development
- Lead staff meetings and professional development
- Support parent-led programs and events
- Assist with parent-teacher conferences as needed

Compliance and Licensing

- Ensure full compliance with Illinois and DCFS licensing requirements
- Ensure alignment with the National Association for the Education of Young Children (NAEYC) guidelines
- Maintain accurate staff and student records
- Be present during all operating hours as required
- Complete annual professional development to meet licensing standards

Human Resources Management

- Recruit, hire, onboard, and supervise staff per FCC and DCFS guidelines
- Conduct semi-annual performance reviews and provide coaching as needed
- Manage personnel files, payroll adjustments, and attendance
- Ensure compliance with FCC's employee policies, including those on discrimination and harassment

Financial Management

- Develop and manage the preschool's annual budget with the Weekday Preschool Directing Committee (WPSDC)
- Oversee purchasing and inventory of classroom and facility supplies
- Record and categorize tuition in Realm Giving
- Coordinate with the Executive Director of Church Operations (EDCO) on additional financial transactions

Communication and Community Relations

- Build strong relationships with families, staff, church leadership, and the community
- Meet quarterly with the WPSDC and submit reports to the FCC Governing Board

- Coordinate facility use with the Facility Use Office Administrator (FUOA)
- Promote Weekday Preschool via website, social media, and print materials
- Lead tours, host info sessions, and engage prospective families to support enrollment
- Send the weekly “Weekday Weekly Wrap-up” email to parents and stakeholders

MISCELLANEOUS

Ancillary Responsibilities

- Be actively involved in the life of the preschool and church community
- Support colleagues and staff efforts as needed
- Participate in FCC staff meetings, retreats, and planning sessions

Qualifications

- Bachelor’s degree in early childhood education or a related field (master’s preferred)
- Minimum of three years’ leadership experience in early childhood education
- Knowledge of DCFS licensing and NAEYC accreditation standards
- Proficient in administrative and computer skills
- CPR/First Aid certification (or willingness to obtain)

Characteristics

- Spiritually and relationally mature, with a passion for early childhood education
- Warm, approachable, wise, and good-humored
- Collaborative team-builder who supports and equips others
- Self-motivated, dependable, organized, and administratively competent
- Strong communicator with effective leadership and mentoring abilities
- Fosters authentic, accountable relationships with staff, families, and church leadership

Support & Accountability

- Supervised and supported by the Executive Director of Church Operations (EDCO)
- Receives an annual performance review by the EDCO
- Meet annually with church leadership and the Preschool Directing Committee to review WPS progress and set goals
- Accountable to the Governing Board through the FCC Personnel Committee and the Weekday Preschool Directing Committee (WPSDC).
- Encouraged and supported to pursue ongoing professional development
- Ongoing professional development is supported and expected

Hours & Salary:

- 32–35 hours/week | \$46,530 annual salary
- M–F, approximately 8:00am–2:00pm | Year-round schedule (flexible summers)
- 2 weeks PTO | No insurance provided