ESSENTIAL DUTIES & RESPONSIBILITIES:
(These include but are not limited to the following. The company reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.)

- Contributes to the development of the center’s education plan and agency’s child development philosophy and goals.
- Assist in developing a quality program that meets the needs of children, families and staff.
- Ensures compliance with all city, state and federal regulations.
- Assist with the development of site improvement/action plans, as needed.
- Responsible for the management and operation of the site in the Director’s absence.
- Ensure appropriate classroom coverage to maintain required teacher-child ratios.
- Responsible for recruitment, registration and enrollment of eligible children including 10% of children with disabilities at agency sites; maintain at least a 10% waiting list for each site.
- Provide center tours to parents and partners interested in the program.
- Establish positive, professional relationships Chicago Commons’ staff, the surrounding community, and funders.
- Establish and maintain effective relationships with children and families using a strength-based approach that is respectful, supportive, and culturally sensitive.
- Ensures classroom teams are creating an atmosphere in which children develop socially, emotionally, intellectually and physically.
- Assists with team lesson planning and reviews all lesson plans.
- Ensure all social, emotional, developmental, vision and hearing screenings are completed with the 45-day timelines.
- Monitor ongoing observation assessments in Teaching Strategies GOLD and provide feedback to enhance child outcomes.
- Assists teachers in implementing IEPs/IFSPs and in differentiating planning and instruction for all children.
- Oversees site’s efforts for serving children with disabilities including referrals, provider’s observations and required documentation.
- Ensures the Reggio Emilia philosophy is implemented consistently and monitors consistent use of the Studios.
- Monitors education folders for children in assigned classrooms as designated by the Site Director.
- Maintain a quality program that meets NAECY and Excelerate GOLD requirements.
- Assists with the supervision and training of staff as designated by the Site Director.
- Complete annual performance evaluations for staff as designated by the Site Director.
- Assists with recruiting and hiring qualified staff members.
- Assists with new staff orientation/onboarding.
- Support staff in developing and achieving goals as outlined in professional development planning.
• Assures continuity of care in 0-3 classrooms.
• Assists in planning parent meetings and family events.
• Participates in family meetings, as needed.
• Collaborates with the Site Director to plan field trips and other special events.
• Prepared written reports as requested.
• Assist in working with facilities to ensure the center environment is clean and safe.
• Other duties as assigned.

QUALIFICATION REQUIREMENTS:
(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. )

• Must be at least 21 years of age.
• Must have deep knowledge of best practices in early education.
• Must have a deep understanding of developmentally appropriate practices in early education.
• Must be able to work in a fast-paced environment and manage many projects at once.
• Must have knowledge of supervision and/or supervisory experience.
• Must have the ability to work under stress.
• Must be able to use supervision effectively.
• Must be able to maintain confidentiality.
• Must have outstanding people skills and ability to develop, grow, and maintain relationships with others.
• Must have excellent oral and written skills in English.
• Must be able to take initiative, use sound judgement when making decisions.
• Must be detail-oriented.
• Must be a self-motivated person who can work both individually and on a team.
• Must be able to serve as an advocate for children and families.
• Knowledge of Head Start and Early Head Start, Creative Curriculum, the Reggio Emilia approach, CLASS, and Teaching Strategies GOLD (preferred).

EDUCATION and/or EXPERIENCE:
Bachelor’s Degree in early childhood education, early special education, or child development from birth to age 6. Level 1 Illinois Director Credential or 3 semester hours of college credit in administration, leadership and management.

OR

Bachelor’s Degree in a related field w/ 21 credit hours related to early childhood education, early special education, or child development from birth to age 6, teaching experience in an early childhood setting (0-6 years), and a Level 1 Illinois Director Credential or 3 semester hours of college credit in administration, leadership and management.

* Staff responsible for overseeing services for infant toddler programs must have Gateways to Opportunity Infant Toddler Credential Level 5 or above.
TECHNICAL SKILLS:
While performing the duties of this job, the employee must be able to read and write English proficiently. Candidates must regularly operate a word-processing system and therefore must be able to read, produce and transmit data on such a system.

PHYSICAL DEMANDS:
Candidates must occasionally lift and/or move up to 40 pounds and are frequently required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl.

COMPENSATION:
An attractive and competitive compensation and benefits package will be available commensurate with qualifications and experience.
Chicago Commons is an equal opportunity employer.

CHICAGO COMMONS OFFERS ITS EMPLOYEES COMPETITIVE SALARIES AND BENEFITS:

- Medical, Dental, and Life Insurance
- Vision Plan
- Paid vacation, holidays and sick days
- Employee Assistance Program (EAP)
- 403(b) Retirement Savings Plan with employer match
- Bereavement Leave

Qualifications
Licenses & Certifications

Required
Cred Level 5

Preferred
Il Gateway Director