



## Executive Director Job Description and Position Vacancy

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**Position Title:** Executive Director (full-time)

**Fair Labor Standards Class:** Non-exempt

**Application Deadline:** October 15, 2022

Charleston Community Early Learning Center is a non-profit daycare center in Charleston, Illinois, licensed for 109 children, from six weeks old to school age. We are now in our 54<sup>th</sup> year of service to children and families in Charleston and the surrounding communities. Due to the upcoming retirement of our current Executive Director, we are now hiring a new Executive Director. We are seeking an applicant eager to join this friendly group of teachers and staff, as we look ahead to the future development of this program.

**How to apply:**

An Application is available on our website, <http://www.charlestoneyearlylearningcenter.org>. Please submit completed Application together with cover letter by email to: [CCELC1968@gmail.com](mailto:CCELC1968@gmail.com) or by mail or in person at:

Charleston Community Early Learning Center  
2206 South Fourth Street  
Charleston, IL 61920.

**Salary and Benefits:**

1. Commensurate with experience
2. Health insurance after probationary period (subject to employee contribution)

**Education and Other Requirements:**

1. Minimum 21 years of age, possessing a high school diploma or equivalency certificate (GED) and holding a valid driver's license that has been continuously valid for three years.
2. Must possess at minimum an associate degree in child development or early childhood education (or 64 semester hours in any discipline with a minimum of 21 semester hours of college credit in child development, early childhood education or early childhood special education), and a Gateways to Opportunity Level I Illinois Director Credential or 3 semester hours of college credit or 3 points of credential approved training administration, leadership, or management.
3. Additional coursework in educational administration and supervision is required.
  - a. Has completed or has the ability to complete within 36 months of hiring a basic training course of 6 or more hours in providing care to children with disabilities with documentation certifying completion thereof.
  - b. Meet all the qualifications in Part 407 of the DCFS Licensing Standards for Day Care Centers 407.100 – 407.130.
4. Must possess general bookkeeping skills, ability to work with statistics, and knowledge of government standards and regulations.
5. Must also have:
  - a. Sixty semester hours (or 90 quarter hours) of credits from an accredited college or university with six (6) semester or nine (9) quarter hours in courses related directly to child care and/or child development, from birth to age six; **OR**

- b. One year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center and thirty (30) semester hours (or 45 quarter hours) of credits from an accredited college or university with six (6) semester or nine (9) quarter hours in courses related directly to childcare and/or child development, from birth to age six; OR
- c. Completion of credentialing programs approved by the Department in accordance with Appendix G of Licensing Standards for Day Care Centers (407.Appendix G; page 131)

**Required skills:** Excellent reading and writing skills; proficient interpersonal relations and communicative skills; ability to stand, reach, lift, bend, kneel, stoop, climb, push, and pull items weighing 50 pounds or less; manual dexterity; auditory and visual skills; ability to follow written and oral instructions and procedures and strong work ethic.

**Essential Functions and Duties:**

- Prepare funding and budget information to the Board of Directors for their approval.
- Advertise, recruit, and hire all staff
- Complete bi-weekly payroll
- Invoice and record all deposits for fees in a timely manner. Maintain a record of delinquent accounts and report to the Board monthly. Provide receipts as necessary.
- Maintain waiting list and fill vacancies as available.
- Prepare forms and statements for State, Federal, and other agencies.
- Apply for available funding as needed and approved by the Board. Maintain records required by the funding source.
- Ensure compliance with licensing and/or accreditation requirements established by the Department of Children and Family Services, Department of Public Health, and National Association for the Education of Young Children. Report all violations to the Board at the next monthly meeting.
- Maintain confidentiality regarding information pertaining to the admission, progress, health, or discharge of an individual child and information relating to all personnel.
- Oversee the program, staff, and administer all day-to-day operations.
- Plan and provide for in-service training opportunities for staff
- Prepare for and attend monthly Board meetings
- Be available and present during operational hours at the Center except for Center related activities and professional development meetings.
- Engaging and interacting with children, parents, coworkers, and the public encouraging their involvement, treating each with dignity and respect.
- Participate in at least 20 clock hours of in-service training per requirements for quality rating with the ExceleRate Illinois Program.
- Other duties as set forth in the Executive Director job description.