



KIDS FUTURE DAYCARE CENTER

☎ (312) 945-7893 📠 (312) 945-8321
✉ info@kidsfuturedaycarecenter.com
🌐 <http://kidsfuturedaycarecenter.com/>
🏠 4848 N Sheridan Rd Unit 103, Chicago IL 60640

CENTER DIRECTOR

Qualifications:

- Bachelor's degree in education, business administration, with at least 21 semester hours or more directly related to child care and/or child development; Master's degree preferred; teaching certificate preferred.
- At least 4 years of teaching experience or documented experience working with children in a licensed child care setting.
- Experience in personnel management and curriculum development preferred.
- Knowledge of the DCFS licensing standards, at least 21 years of age, clear background check and good health record.
- Successful completion of a basic training course of 6 or more clock hours on providing care to children with disabilities that has been approved by the department.

Responsibilities and Duties:

- Manage all aspects of the daily operation of the school including enrolling new children and keeping the classrooms as close to full as possible.
- Maintain all pertinent records regarding staff and children and the administration of the school, prepare grant applications.
- Maintain all state licensing requirements, Head Start performance standards and ExceleRate Gold rating requirements.
- Completes yearly staff performance evaluations, parent survey summary, classroom assessments, and classroom and program assessments.
- Creates an annual report to Board, Parent Committee, and staff members to work with them on creating quality improvement plans.
- Reports to Board on a regular basis to keep them updated on issues and events in the center.
- Plan and implement a staff training program, schedule staff meetings monthly and meet with teams regularly.
- Supervise all staff members, their schedules, curriculum, and class management skills, as well as handling employee issues with staff.
- Select qualified staff who will maintain the program's goals and philosophy.
- Operate the school within the budget, find more source of income or savings if possible, work in fundraising activities.

- Purchase equipment and supplies as needed, arrange for repairs and maintain the building as needed.
- Create monthly billing statements, collect tuition and deposit all income into the appropriate accounts.
- Prepare and collect staff time cards and issue paychecks and maintain all records pertaining to staff sick/vacation leave taken and accounted for.
- Follow CACFP guidelines for food purchased and served and submit monthly reports that are accurate and timely.
- Be available to parents either in person, by phone or email to discuss any concerns, suggestions, or questions they might have.
- In accordance with our team philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on the job description.
- Staff must believe in and act in accordance with the center's mission statements.
- Must be able to demonstrate organizational skills, excellent written and oral communication skills, and the ability to implement positive changes in the organization, the process, and curriculum.



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ASSISTANT DIRECTOR

Qualifications:

- Bachelor's degree in education, business administration, with at least 18 semester or 27 hours directly related to child care and/or child development; Master's degree preferred; teaching certificate preferred.
- At least 2 years of teaching experience, knowledge of the DCFS licensing standards, at least 21 years of age, clear background check and good health record.
- Experience in personnel management and curriculum development preferred.
- Successful completion of a basic training course of 6 or more clock hours on providing care to children with disabilities that has been approved by the department.

Responsibilities and Duties:

- Helping to manage all aspects of the daily operation of the school including enrolling new children and keeping the classrooms as close to full as possible.
- Assists in maintaining all pertinent records regarding staff and children and the administration of the school, prepare grant applications.
- Assists in maintaining all state licensing requirements, Head Start performance standards and ExceleRate Gold rating requirements.
- Assists in completing yearly staff performance evaluations, parent survey summary, classroom assessments, and classroom and program assessments.
- Assists in creating an annual report to the board parent committee, and staff members to work with them on creating quality improvement plans.
- Reports to board on a regular basis to keep them updated on issues and events in the center.
- Helps plan and implement a staff training program, schedule staff meetings monthly and meet with team regularly.
- Helps to supervise all staff members, their schedules, and curriculum and class management skills, handle employee issues with staff.
- Assists in selecting qualified staff who will maintain the program's goals and philosophy.
- Helps operate the school within the budget, find more source of income or saving if possible, work on fundraising activities.
- Purchase equipment and supplies as needed, arrange for repairs and maintain the building as needed.

- Help create monthly billing statements, collect tuition and deposit all income into the appropriate accounts.
- Help prepare and collect staff time cards and issue paychecks and maintain all records pertaining to staff sick and vacation leave taken and accrued.
- Follow CACFP guidelines for food purchased and served as well as submitting monthly reports that are accurate and timely.
- Be available to parents either in person, by phone or email to discuss any concerns, suggestions, or questions they might have.
- In accordance with our team philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on the job description.
- Staff must believe in and act in accordance with the center's mission statements.
- Must be able to demonstrate organizational skills, excellent written and oral communication skills and the ability to implement positive changes in the organization, the process, and curriculum.



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LEAD TEACHER

Qualifications:

- Associates degree in education, or completion of credentialing program to acquire CDA, with at least 1 year of child development/early childhood/education experience.
- Bachelor's degree in education and/or IL early childhood teaching license preferred.
- At least 19 years of age, clear background check and good health record.
- CPR/First Aid, Food Handlers Certificate, SIDS/SBS/Mandated Reporter Certificates.
- 3 Professional references with contact information.

Responsibilities and Duties:

- Implement the creative curriculum, developmentally appropriate practice.
- Act as part of a team in creating an environment where children can learn and implementing group lesson plans.
- Record observations, write individual child lesson plans, maintain up-to-date documentation in Teaching Strategies GOLD, child education files and child portfolios.
- Conduct screenings and assessment and reporting of outcomes for assigned children within the mandated timelines.
- Communicate with parents/families and report child progress daily and through scheduled Parent-teacher conferences and home visits.
- Initiate referrals for children with special needs, complete yearly self and peer evaluations.
- Promote an atmosphere of teamwork where staff, parents and children interact positively with each other.
- Provides functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom.
- Perform other general duties as assigned by the director of the center.
- Ensures that Assistant Teachers are kept updated in all matters concerning the classroom and program, i.e. Teaching Staff Meetings, lesson plans, policies & Procedures, training received.
- Reported family changes in schedules and educational development opportunities as required by the center.
- Complete a total of 20 professional development hours per year, 16 of which needs to be Gateways Registry-approved trainings.

- Participate in ongoing development and evaluation of center's goal and objectives.
- Maintain safety, cleanliness and organization of the classroom and everything and everyone in it.
- In accordance with our team philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
- Staff must believe in and act in accordance with the center's mission statements.
- Must be physically able to perform the job of a preschool teacher (be able to lift children and/or equipment up to 40lbs, able to bend, sit and stand for extended periods of time). Must have a warm, supportive attitude toward children, must be reliable, must be flexible in receiving assignments or adapting to changes in the program, must be willing to accept supervision in order to improve work performance, must be willing to perform other duties as required.
- Teachers will be given a minimum of one hour of uninterrupted planning time per week to complete necessary paperwork, lessons, enter documentation and meet with fellow staff to plan coordinate and discuss children's progress.



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ASSISTANT TEACHER

Qualifications:

- High school diploma or equivalency certificate (GED).
- Verifiable experience in child care setting preferred.
- At least 19 years old, clear background check and good health record.

Responsibilities and Duties:

- Assists in implementing developmentally appropriate practice, complete yearly self and peer evaluations.
- Act as part of a team in creating an environment where children can learn, implementing group lesson plans.
- Help record observations, write individual child lesson plans, maintain up-to-date documentation in Teaching Strategies GOLD, child education files and child portfolios.
- Assist in conduct screenings and assessment and reporting of outcomes for assigned children within the mandated timelines.
- Help communicate with parents/families and report child progress daily and through scheduled Parent-teacher conferences and home visits.
- Help promote an atmosphere of teamwork where staff, parents and children interact positively with each other.
- Help provides functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom.
- Perform other general duties as assigned by the early education teacher, assistant director, and/or director of the center.
- Keeps himself-updated in all matters concerning the classroom and program, Teaching Staff Meetings, lesson plans, policies & procedures, training received.
- Reports family changes in schedules and excessive absence to administration in a timely manner.
- Participates in on-going in-service and educational development opportunities as required by the center.
- Complete a total of 20 professional development hours per year, 16 of which needs to be Gateways Registry-approved training.
- Participate in ongoing development and evaluation of center's goal and objectives.

- Maintain safety, cleanliness and organization of the classroom and everything and everyone in it.
- In accordance with our team philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
- Staff must believe in and act in accordance with the center's mission statements.
- Shall work under the direct supervision of the teacher and shall not assume full responsibility for a group of children, except as allowed by section 407.190(e)(2).
- Must be physically able to perform the job of a preschool teacher (be able to lift children and/or equipment up to 40lbs, able to stoop, bend, sit and stand for extended periods of time). Must have a warm, supportive attitude toward children, must be reliable, must be flexible in receiving assignments or adapting to changes in the program, must be willing to accept supervision in order to improve work performance, must be willing to perform other duties as required.



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COOK AND JANITOR

Qualifications:

- At least 19 years of age.
- Completion of Food Service and Sanitation Course.
- Clear background check and good health record.

Responsibilities and Duties:

- Prepares sufficient and nutritious meals and snacks for enrolled children; prepares substitute items for children on restricted diets and notify the Director of such substitutions.
- Maintain a temperature log for the refrigerator, the freezer, and the dry food storage area, at the beginning of the day and at the end of the day.
- Maintain a temperature log for every food that is being served no earlier than 5 minutes before the children's scheduled meal time.
- Distributes sufficient amounts of food to the classrooms no earlier than 5 minutes before the children's scheduled meal time.
- Practices safe food handling techniques in food preparation and storage, keeps a daily record of menus.
- Plans for and purchases all food and necessary supplies needed to provide food service.
- In collaboration with the Director/Assistant Director, develops weekly menus to meet meal pattern requirements.
- Maintains a safe and sanitary kitchen, pantry and storage areas; washes items used for food preparation.
- Prepares the bleach water and soapy water bottles for each classroom and bathroom on a daily basis.
- Attends conferences and other workshops as needed.
- In accordance with our team philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on the job description.
- Staff must believe in and act in accordance with the center's mission statement.
- Must be physically able to perform the job of a cook, must have warm, supportive attitude toward children, must be able to work cooperatively with staff, students, vendors and funding agency monitors, must be reliable, must be flexible in receiving assignments

or adapting to changes in the program, must be willing to accept supervision in order to improve work performance, must be willing to perform other duties as required.

- Serving and handling of food and cooking/serving utensils shall make their positions known to the examining physician, and shall comply with the current rules and regulations of the Illinois Department of Public Health pertaining to Food Service Sanitation (77 Ill. Adm. Code 750).