Founded in 2001, LEARN is a network of high-performing college preparatory, tuition-free public elementary and middle schools with the mission of providing children with the academic foundation and ambition to earn a college degree. There are 11 LEARN Schools serving 4,100 students in grades PK-8 across Chicago, Waukegan, North Chicago, and Washington, D.C.  
  
It is our goal to create an environment, on every campus, in which our staff members feel supported, respected, and appreciated. Our staff work together at each school and across the network to share ideas, problem solve, and innovate to move our schools and students beyond the expected.  
  
LEARN and our amazing educators, have received numerous recognitions for making an impact in public education, including the 2018 Chicago Magazine's Top Elementary Charter Schools and the 2018 Illinois Network of Charter Schools Principal of the Year Award.   
  
**PURPOSE**  
LEARN's mission remains crystal clear: to provide children with the academic foundation and ambition to earn a college degree. LEARN is currently looking for hard-working and passionate professionals that are dedicated to transforming public education.  
   
The Network Pre-K Director will lead the expansion, enhancement, and full integration of PreK at LEARN Network – across all campuses whether directly or partner-operated. The Director will create a strong operational and instructional model for all LEARN-operated classrooms ensuring a play-based Pre-K program for LEARN Network in collaboration with Principals and the CMO leaders for Student Support and Teaching & Learning. The Director will have an entrepreneurial approach, with the vision and passion to drive for results.  
  
**KEY RESPONSIBILITIES/OUTCOMES**  
**Program Expansion**

* Act as a champion for Pre-K expansion at LEARN both internally and externally.
* Assess & identify community need/demand for expansion across LEARN campuses.
* Identify and sequence facility needs for expansion.
* Applies for expansion funding via private & public sources.
* Collaborates with Chief Development Officer to cultivate & engage private funders.

**Program Management & Administration**

* Maintains compliance with local, state, and federal funding agencies.
* Builds and manages effective relationships with internal and external partners – attends meetings, functions, and required events. Also provides tours to stakeholders and other guests as requested.
* Lead role on grant applications, reapplications, and grant reporting as needed.
* Manages and provides oversight into the program budget. Assists in the management of program
* revenue and expenditures; prepares with the Network Finance Team any billing and reconciliations.
* Manages inventory of program and other operational supplies. Requests purchases and collaborates with staff for instructional materials and teaching aids such as books, toys, and materials designed to stimulate learning.
* Assists in staff recruitment and recommendations for hire; Assists the onboarding team with new hire orientation of all Pre-K staff, including training of Creative Curriculum, Mandated Reporting, Emergency Preparedness, First Aid/ CPR, etc.
* Collaborates with Pre-K partner providers at LEARN DC and Campbell, ensuring effective communication and promoting positive Pre-K to K transitions for students and parents.
* Promotes Pre-K integration across the LEARN campuses by providing status reports every other month, to include enrollment by site, the # and type of IEP’s, # of rising kindergarteners, facility issues, and staff development needs.
* Plans and conducts parent and staff meetings.
* Conducts tours of the facility for potential families; manages enrollment and waiting lists.
* Assists in the development of plans for ongoing growth and improved quality of services to children and families.
* Monitors and makes staffing adjustments, as necessary, to ensure that teaching and family support staff ratios are in compliance.
* Responsible for recruiting and enrolling eligible children in programs per contract requirements.
* Ensures staff and student records are maintained in full compliance.
* Confers with parents regarding program activities, policies, and enrollment procedures by maintaining either written or verbal communication with parents as needed.

**Instructional Leadership & Program Improvement**

* Monitors and supports the implementation of early childhood best practices in accordance with city and state licensing requirements.
* Supervises and coaches staff of varied levels of education and experience to ensure program quality and positive outcomes for children and families.
* Supports implementation of the Creative Curriculum and all supplemental curricula.
* Supports implementation of TS GOLD Formative Assessment, reviewing data on 3x year checkpoints and reporting to families on children’s progress
* Ensures that all classes are holding conferences and organizing family events. Promotes the staff in keeping portfolios on each child and developing documentation panels in the program.
* Ensures high quality programming by providing a safe, interactive and engaging environment that assures the well-being of children.
* Develops and ensures professional learning & development plans are implemented for teachers and family support staff.
* Participates in professional learning communities with staff to improve program practice.
* Conducts monthly classroom observations (at a minimum).
* Conducts annual evaluations with employees and encourages annual goal development and growth of all staff.
* Ensures that staff are establishing a safe, nurturing, supportive, and positive classroom climate.
* Implements developmentally appropriate instructional strategies.
* Supports a learning environment around inquiry and play based experiences.
* Honors and respects families by implementing culturally responsive practices.
* Utilizes effective, age appropriate classroom management practices that promote responsibility.
* Other duties as assigned

**REQUIRED QUALIFICATIONS**  
**Education, Training and/or Experience**

* Bachelor’s Degree or higher in Early Childhood Education, Child Development, Education or a related field.
* MA preferred.
* Minimum of 5 years in an early learning setting with 3 - 5 years direct supervisory experience.
* Experience required in the operation of a child development center, day care center, nursery school, or kindergarten.
* Preferred candidates will have an Illinois Director Credential (unless holds another NAEYC recognized Director Credential), Illinois PEL, or Type 75 with the Illinois State Board of Education.
* Experience leading, motivating and supporting a diverse, high-performing team including identifying, selecting, onboarding, developing and evaluating team members and facilitating change.

**Knowledge, Skills, Abilities and Personal Characteristics**

* Knowledge of early childhood practices, implementation, and transition to Kindergarten.
* Proven record of leading program expansion and continuous improvement.
* Proven experience with collaboration and partnerships.
* Knowledge and experience with program improvement and child assessment tools such as the Classroom
* Learning and Assessment System (CLASS), the Early Childhood Environmental Rating System (ECER), TS GOLD, and the Creative Curricula Fidelity Checklist.
* Strong interpersonal and relationship building/management skills.
* Effective communication skills across diverse populations/audiences.
* Passionate about improving the quality of life for children and families.
* High degree of integrity, reliability, initiative and accountability.
* Passionate about your team winning and succeeding.
* Demonstrated interpersonal skills with the ability to effectively build and maintain relationships with families, staff and other stakeholders and constituents and act as a role model to others.
* Ability to organize and prioritize multiple, competing priorities to maximize personal and team
* Proficient verbal and written communication skills, including the ability to clearly and concisely present ideas and concepts and tailor communication to multiple, non-technical audiences including team, families, and other constituents.
* Proficiency in Microsoft Office (Word, Excel), Google Suite and email; ability to learn and adapt to new technology.
* Creative and knowledgeable about community resources.
* Experience in working with culturally diverse communities and families with the ability to be culturally sensitive and appropriate.

**PREFERRED QUALIFICATIONS**

* Bilingual

**Benefits Summary**  
We offer a comprehensive and competitive benefits package for all full time employees, including Health insurance, dental, vision, paid vacation, personal days, paid holidays, short and long term disability, paid life insurance, 403B and the Chicago Teachers' Pension fund.   
   
**PHYSICAL DEMANDS/TRAVEL**  
Ability to communicate and exchange information over the phone and in-person. Lift and carry file boxes up to 15 lbs. Travel by car and/or public transportation.  
   
**WORKING CONDITIONS**  
Moderate in-district travel as well as intermittent in-state travel. Intermittent prolonged and irregular hours of  
work.  
   
**ESSENTIAL FUNCTIONS/COMPETENCIES**

* Communication skills with the ability to listen to challenging family situations.
* Ability to travel by car and/or public transportation.
* Strong empathy skills.
* Knowledge and belief in early education concepts.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of LEARN Charter School Network. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.*  
*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, national origin, age, family medical history, disability or veteran status.*  
    
For applicants who apply after 11/1/21, proof of full COVID-19 vaccination or a valid medical or religious exemption required.