



Diocese of Rockford Catholic Charities

555 Colman Center Dr | Rockford, Illinois 61108

Job Description	
Position: Preschool Director substitute School-Age Worker	Department/Location: Early Childhood & School Age Program, St. Elizabeth Center
Reports to: St. Elizabeth Center Program Director	Start Date: Immediate
FLSA Status: Part-time Hourly Position <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Position Type: 25 hours per week Salary Range: \$16.00 to \$17.00 per hour

Benefits Overview: See <https://www.rockforddiocese.org/pdfs/accounting/Summary-of-Benefits.pdf>

Provided to eligible full-time employees ONLY: Health Insurance, Pension, Vacation, Sick and Personal Days, Holidays

Provided to eligible full-time AND part-time employees: 403(b) Retirement Plan, Paid Personal Time Off

Overview: Part-time position to work in the school-age program (5-12 years old) and fill in as needed in the preschool/early childhood development program (3-5 years old). Supervise and actively participate in youth services activities with the children. Maintain and ensure compliance with the Department of Children and Family Services rules.

Essential Duties and Responsibilities:

Early Childhood/Preschool:

- Plan and implement lesson plans.
- Provide a variety of educational, social, and recreational activities for the preschool children to prepare them for Kindergarten.
- Provide positive guidance and a supportive environment for learning for the children in our care.
- Perform assessments to measure the growth and development of program participants.
- Prepare for experimental learning.

School Age Program:

- Provide supervision of children in the youth services program.
- Actively participate in recreational, educational, and artistic activities with the children.
- Organize and distribute equipment needed for activities and ensure the proper care and return of the equipment.
- Provide general cleaning and maintenance of all activity areas as needed.

- Communicate with supervisors, parents, and children regarding the day's activities and any behavioral incidents.
- Prepare and serve meals as needed.

General:

- Administer basic first aid as needed.
- Complete 15 hours of continuing education each year.
- Maintain a clean and safe environment.
- Perform other duties as assigned.

Supervision For: Classroom Teaching Assistants

Qualifications: 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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Must be able to pass a DCFS background check.

Education and/or Experience: Must be director-qualified according to DCFS standards and have at least 2 years of experience in an early childhood program. As of July 1, 2017, all new hires must have at least an associate's degree in early childhood education. Will need to obtain a Food Protection Manager Certificate and complete all required Gateways to Opportunity training.

Language Skills: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from children, parents, staff, volunteers, and the public.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The physical demands of this position are typical of a preschool classroom setting.

Directive: Understand and adhere to the ethical and moral norms of the Catholic Church and its principles of charity and justice, the teachings of the Catholic Church, the Employee Handbook, and all Diocesan policies and procedures.

All offers of employment are conditional pending criminal history background and reference checks and approval to hire.

To Apply: Email cover letter and resume to Tracy Dixon, St. Elizabeth Center Program Director, tdixon@rockforddiocese.org.

Application Period: August 11, 2025, to August 25, 2025, or later, until position is filled.