



EXECUTIVE DIRECTOR

ORGANIZATION: Lincoln Park Coop Nursery School | www.lincolnparkcoop.org

LOCATION: Chicago, Illinois

REPORTS TO: Board of Directors

MISSION

The mission of Lincoln Park Cooperative Nursery School (LPCNS) is to provide a safe and nurturing developmentally appropriate program for pre-school children, governed by a parent board, and staffed by professional early childhood educators with assistance from parents.



BACKGROUND

Lincoln Park Cooperative Nursery School embraces a play-based curriculum that is based upon the three principles of Social Constructivist philosophy: community, cooperation, and relationships. Since its founding in 1951, LPCNS has stayed true to its vision: to provide play-based and emergent curriculum supported by developmentally appropriate practices grounded in a deep knowledge of child development. The underlying philosophy is that children are co-constructors in their own growth and learning across all domains. A special emphasis is placed on social and emotional development, early language and literacy, math and science, and physical development.

LPCNS is a licensed and NAEYC accredited nursery school. All teachers are degreed in early childhood education and have extensive experience working with young children and their families. Beyond that, teachers and administrative staff engage in at least 20 hours of professional development on an annual basis. Teacher's commitment to their craft is overshadowed only by their dedication to the young children in their care.

LPCNS began because a group of parents wanted to give their children a nursery school experience that felt like an extension of home. Those founding families knew the importance of early education as well as the significance of parent involvement. They envisioned a school that would rely on parents to help run it. Almost



70 years later, the model remains the same. The professional team of educators works alongside parents in the classroom; the school director works closely with the Board of Directors; and families serve on committees.

LPCNS offers part-day, part week programming for children aged 2.5 to 6 years old. Class size ranges from 14 to 20 depending on age and there are two educators and an assisting parent in each classroom. It is a true co-teaching model. Tuition is the primary source of funding support and varies based on the number of days a child is enrolled. There is funding available for tuition assistance available to qualifying families. However, as a true non-profit, the cost of tuition does not cover the entire cost of operating the school, so fundraising helps make up the difference. The primary fundraising efforts are an Annual Fund appeal in the Fall and an Annual Auction event in the Winter/Spring.

LPCNS is led by a board of directors; each director is a parent of a child currently enrolled in the school. Currently there are 24 Board members. The board of directors is made up of traditional officer roles and the chairs of the vari-

ous committees. The Director of the school is a non-voting member of the board and is hired by the board to direct the day-to-day operations of the school. Parents volunteer for these roles because they desire to help guide the school's yearly operations as well as the opportunity to play a role in decision-making, fundraising, event-planning, school publications, building maintenance, and much more.

In addition to the board of directors, a board of trustees serves in an advisory role. The trustees are parents of former students. They offer their support to the board of directors and school director, participate in long-term strategic planning for the school, and support fundraising goals.

LPCNS is an inclusive school that welcomes children of varying abilities. It enriches the lives of all children by bringing them together in an environment that teaches acceptance, respect and appreciation of individual differences. The LPCNS community is committed to the inclusion of children with special needs both financially and philosophically. The teachers and the Director provide these children support in the classroom as well as making recommendations, if applicable, for outside support services, such as speech and language therapy, occupational therapy, developmental therapy, etc.

The current budget is approximately \$800,000. Additionally, the school owns its building and holds reserve accounts in excess of 50% of the annual budget. LPCNS employs nine individuals including the executive director.





OPPORTUNITY

LPCNS offers a community that is engaged, intentional, warm and relational. These qualities permeate the experience for the families, children and staff. This environment is the core of what makes LPCNS successful. Thus, it is essential that it be nurtured and developed. Families typically have children enrolled for approximately two years. Identifying new families that are able to commit the time, financial resources and energy that is needed to sustain the culture is an ongoing need.

Since the founding of LPCNS the number of pre-school programs has grown exponentially creating numerous options for families with young children. The biggest opportunity currently is to enhance marketing efforts to attract new families to enroll in LPCNS. The goal is to have the classrooms filled with a healthy waiting list. Currently there are 84 children enrolled. The ideal enrollment is 86 however there is the capacity for 94.

Initiating a detailed marketing plan incorporating social media efforts that currently exist in order to reach a broader community is going to be important moving forward. There is also a focused effort to develop the diversity of the community. Ensuring that marketing and targeted outreach efforts are created to attract

diverse families is a primary goal. Financial aid is available for families that may not have the financial resources to enroll their children in the school. Financial aid is supported through ongoing fundraising efforts. Fundraising is also critical for building maintenance and upkeep of the classrooms.

LPCNS has had only two Executive Directors in the past thirty-five years. The incumbent has been in her position for a decade. This continuity in leadership has contributed to the high quality programs and the development of strong practices and procedures.

A key component of the success of LPCNS is a deep commitment to professional development for the teachers, some of whom have been with LPCNS for close to 30 years. In the spirit of a cooperative, parents, teachers and staff work collectively to identify new opportunities for continuous improvement. However, the Executive Director is the leader in setting and guiding the vision and ultimate decision making in a manner that is respectful and inclusive. The opportunity now exists for a forward thinking, open-minded educator and leader to assume the Executive Director role of this beloved community.





POSITION DESCRIPTION

Reporting to the Board of Directors, the Executive Director will manage and oversee the curriculum, administration, and infrastructure of the school in collaboration with the Board of Directors and Board of Trustees. S/he will be a relational and collaborative leader who directly manages the Assistant Director and believes in the importance of building the school community through cooperation with the faculty and its member families.

ROLE & MAJOR RESPONSIBILITIES

Lead and manage the school's instructional program

- Supervise the educational program to ensure children are learning in a manner consistent with a play-based, constructivist curriculum
- Coach and develop teachers through regular classroom observation and weekly staff meetings to ensure they are meeting goals and expectations
- Offer continuous professional development opportunities
- Ensure the school meets State of Illinois Child Care Licensing Standards and NAEYC Accreditation Standards

Recruit and support school families

- Market the school to prospective new families
- Plan and conduct school family tours
- Encourage parent participation in the classroom and at school activities
- Guide parents through the transition to their next schools
- Follow the Policies for Inclusion and consult with families of children of special needs

Work closely with the Board of Directors and Board of Trustees

- Report to the Board of Directors on a monthly basis and attend all meetings

- Report to the Board of Trustees as requested
- Collaborate on the development of the Long-Range Plan beginning next school year
- Support fundraising efforts of the school

Manage the school administration and infrastructure

- Manage the budget to ensure strong financial operation
- Supervise building maintenance and ensure licensing requirements are up-to-date
- Maintain the current NAEYC accreditation status including filing by pertinent deadlines and keeping documentation accurate and up-to-date.





CANDIDATE PROFILE

The Lincoln Park Cooperative Nursery School is seeking a relational early childhood educator with a track record of leadership, business management, innovation and sound financial control at a senior level. A demonstrable knowledge and interest in early childhood education is essential. S/he will have a deep commitment to the mission of LPCNS, the educational philosophy and the cooperative school model. The person we seek believes that a great school is made up of a three equally important parts: faculty and staff, students, and families.

The successful candidate will lead through collaboration and will have a track record of building effective relationships with the community, parents, and educators. S/he will be energized

by the opportunity to market the school to new families. A successful fundraising track record would be ideal.

The qualified candidate will be solutions oriented and will enjoy managing the operations of the school. An ability to understand financial statements in order to adequately plan, monitor and evaluate LPCNS finances is required. S/he will have a management style that focuses on coaching and developing and will be an excellent listener who is open to hearing new and old ideas. Someone who is calm and cool in the face of challenges while also being able to make swift decisions when needed is a must.

The ability to give clear, effective, sensitive and consistent leadership with good attention to detail is a must. The candidate must possess excellent com-

munication with the ability and presence to represent LPCNS internally and externally. Strong personal credibility and an ability to build effective relationships at all levels is essential. Creativity, integrity, passion, self-direction and drive, optimism and decisiveness when needed is required. An action-oriented, entrepreneurial, adaptable, and innovative approach is desired. A balance between analytical and intuitive skills and a willingness to "roll up the sleeves" to get the job done is also sought. A good sense of humor is also necessary.

A Master's Degree in Early Childhood Education and/or Child Development is required. At least nine hours of business or program administration college credits is highly desired. Prior classroom and administrative experience required.





HOW TO APPLY

Please click [here](#) to submit a current resume and letter of introduction to Noetic Search. For more information, please see our website at www.noeticsearch.com or the Lincoln Park Cooperative Nursery School website at www.lincoln-parkcoop.org.

Noetic Search

150 N. Michigan Ave. Suite 2800, Chicago, IL 60601

(312) 863-8577

Lincoln Park Cooperative Nursery School admits students of any race, color or natural origin and welcomes families who represent the diversity found in our city community of Chicago. It does not discriminate in the administration of its education or admission

policy, scholarship program or other school administered programs. We embrace the value that diversity brings to our school environment and encourage the application of candidates who represent the diversity of our school and city community.

