

Donna M. Budil

Summary

The leadership, budgeting and communication skills that are actively utilized each day in my current position will truly aid in my ability to be a trustee for the Warren-Waukegan Fire Protection District.

Experience

Gloryland Preschool Director

January 2010 - Present

- Lead a team of teachers and teacher assistants in carrying out the mission of the preschool.
- Responsible for staffing and all staffing needs.
- Keep the school and staff in compliance with DCFS licensure.
- Conduct tours and promote the school to the community.
- Work with the Preschool Board to create a budget and execute spending within proposed guidelines.
- Plan and execute additional events that enrich the overall program.
- Work with the Health Department, public and private therapy agencies as well as Early Intervention specialists to aid in the developmental progress of students.
- Assist families in managing diagnosis of developmental delays of their children.

Education

MA - Curriculum and Instruction

December 1997

Concordia University Chicago

BA - Elementary Education (K-8)

May 1992

Concordia University Chicago

Highlights

Team supervision

Budget Oversight

Hiring and Recruitment

Records Administration

Continuous Professional Development

Training