



Part-Time Job Opportunity

LEAD PRESCHOOL TEACHER



JOB SUMMARY:

The Preschool Teacher is responsible for the planning and organization of all aspects of the preschool. Our preschool is a DCFS licensed facility and all personnel must adhere to DCFS guidelines and standards. This is an at-will position.

Primary duties include:

- ❖ Assist in record keeping of attendance, accident/incident reports, permission slips, informational sheet (update), special event fees, and individual student records.
- ❖ Develop weekly lesson plans and prepare daily routine for students.
- ❖ Assist in finding substitute when ill or absent.
- ❖ Attend conferences and workshops when required.
- ❖ Set-up the classroom at the beginning of the year and pack it up at the end of the year.
- ❖ Keep informed on current trends and incorporate them into the program.
- ❖ Keep informed on special resources available through School District U-46.
- ❖ Write and submit correspondence to manager for approval for Field trips, show and tell, etc.
- ❖ Assist with maintaining supplies and equipment in a safe and workable condition.
- ❖ Guide Assistant in areas that they will need extra help and encourage their development.
- ❖ Accompany the class on field trips, as scheduled.
- ❖ Maintain an open Parent/Teacher relationship through open door policy and conferences.
- ❖ Observe and follow all Park District safety policies and regulations.
- ❖ Learn and adhere to Park District policies and procedures at all times.
- ❖ Attend district-wide part-time staff orientations, crisis trainings and office staff trainings.
- ❖ Comply with the District's Dress Code by wearing clean presentable clothing and name tag.
- ❖ Assist in keeping facility clean and safe before, during and after each class.
- ❖ Perform other duties as assigned.

QUALIFICATIONS: Must be at least 19 years of age with Associate degree in Early Childhood Education or 60 college hours with six in Early Childhood Education. Previous teaching experience preferred. CPR and first aid certified a plus.

SCHEDULE & PAY: Available not through mid-May. Schedule is Monday/ Wednesday/ Friday 8:30am-12:15pm & Tuesday/ Thursday 8:30am-11:45am plus 4.5 hours of weekly planning time. Target hiring range is \$12-\$13 per hour, dependent upon qualifications. Plus applicable facility and program discounts.

APPLY TODAY!

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