



## **JOB DESCRIPTION**

**TITLE:** Preschool Teacher

**DEPARTMENT:** Recreation – Early Childhood

**CLASSIFICATION:** Part Time

**FLSA STATUS:** Hourly, Non-Exempt

**IMMEDIATE SUPERVISOR:** Recreation Supervisor **PAY LEVEL:** \_\_\_\_\_

### **JOB SUMMARY**

Under the supervision of the Recreation Supervisor – Early Childhood, the preschool teacher is responsible for creating an environment that promotes the social, emotional, cognitive and physical growth of the participants in their assigned classes. She/he should serve as a team member in developing creative lesson plans and implementing them in their classrooms.

The preschool teacher must work in cooperation with co-teachers, site staff, the site leader, recreation supervisor, and all other personnel of the Bolingbrook Park district.

### **EDUCATION, EXPERIENCE & TRAINING**

- High School diploma required with college experience in early childhood or related field.
- Associates or Bachelor's degree in early childhood, environmental education, natural sciences, interpretation, or related field preferred.
- CPR Certified, or the willingness to obtain certification within the first six months of job

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of age-appropriate activities and child development philosophies and practices.
- Knowledge of safety requirements pertaining to young children.
- Knowledge of innovative lesson planning for children between ages of 2-5 years.
- Knowledge and experience with local flora, fauna, and natural history for teaching in nature preschool.
- Must have knowledge of age-appropriate activities pertaining to environmental education for teaching in nature preschool.
- Knowledge of office equipment such as Accu-Cut, laminators, paper cutters and copy machines.

### **DUTIES AND RESPONSIBILITIES**

- Arrive to work, meetings, and trainings promptly.
- Display professionalism in punctuality, mannerisms, and attire.
- Develop, present, and evaluate appropriate lesson plans.
- Supervise all classroom and daily routine activities.
- Assist co-teacher in all daily preparation work and clean up of rooms.
- Complete site lesson plan prep work on a rotating basis.
- Attend and contributes to monthly lesson plan meetings.
- Submit supply requests and work orders to Site Leader in a timely fashion.
- Establish and maintains a positive working relationship with parents and other staff members.
- Establish a nurturing relationship with the children in addition to serving as a positive role model.
- Treat children in a positive manner that encourages individuality and positive self-esteem.
- Familiarize self with and abides by all park district policies and procedures.
- Responsible for completing designated preschool housekeeping duties.
- Responsible for maintaining bulletin boards according to the bulletin board schedule.
- Complete other duties as mutually agreed upon by preschool teacher and the Recreation Supervisor – Early Childhood with a reasonable amount of notice.
- Acquire a minimum of 3 hours of training outside of teaching preschool in one calendar year including the park district in-service trainings, All Staff training and safety trainings.
- Inform Recreation Supervisor – Early Childhood or site leader of any problems, conflicts or program concerns.
- Responsible for keeping class attendance, emergency, medical and registration forms on file for each child.
- Thoroughly complete accident reports, including a copy of the child's waiver, and returns to the Recreation Supervisor – Early Childhood within 24 hours of the accident.

- Maintain knowledge of all general and departmental-specific safety rules.
- Enforces safety rules and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
- Treat public complaints and concerns with the utmost attention. Is courteous in all cases.
- Maintain CPR/First Aid certification on a bi-yearly basis.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Work as a team player with co-workers and in conjunction with other departments

### **PHYSICAL REQUIREMENTS**

Talking/Hearing:	To communicate with children, parents, co-teacher, staff, and supervisor.
Standing:	To supervise children and communicate with parents.
Walking:	To supervise children and move throughout the classroom and outdoors. To walk a flight of stairs.
Reaching:	To retrieve needed supplies and work with children.
Lifting:	To pick up children when needed and retrieve supplies.
Pulling:	To open doors, drawers, and cabinets.
Pushing:	To close doors, drawers and cabinets.
Crouching:	To work with and communicate with children at their level and to keep classroom tidy.
Seeing:	To obtain information from written materials and observe the safety of the classroom.

### **COGNITIVE CONSIDERATIONS FOR NATURE PRESCHOOL PROGRAM:**

Must be able to walk over uneven terrain.  
 May be exposed to all types of weather conditions  
 May be exposed to poison ivy and biting insects or stinging insects  
 Must exhibit enthusiasm, creative thinking and be able to foster a sense of wonder and responsibility for the earth (nature preschool) and children

### **COGNITIVE CONSIDERATIONS:**

Must be able to effectively provide for persons with special needs  
 Must be able to establish rapport and adjust cognitive patterns for persons from a wide variety of ages and backgrounds.  
 Must be able to exhibit good judgment, tact, and courtesy in dealing with the public  
 Must exhibit good problem solving abilities, be flexible and organized, and have the ability to read and write.  
 Must meet physical demands of the job while showing good judgment and safety awareness  
 Must establish a nurturing relationship with children and serve as a positive role model  
 Must treat children in a gentle and positive manner while encouraging individuality and positive self esteem

### **FSLA**

This is a part time hourly, non-exempt position

### **HOURS**

Mid-August through Mid-May. Class times as assigned  
 Lesson plan creation, as assigned by Recreation Supervisor – Early Childhood.  
 Minimum of 1.5 hours of weekly prep for each class assigned to accomplish lesson plan prep, housekeeping duties, and bulletin board maintenance  
 Lesson plan meetings, workshops, committee meetings, trainings for CPR/First Aid, park district safety training, and All Staff training  
 Maximum of 2 hours per month for monthly lesson plan meetings  
 Preparation time in August for new school year prior to school starting and at the end of the year in May  
 Minimum of 1.5 hours 2 times a year to make nametags or 1.5 hours 2 times a year to prepare snack lists  
 Volunteer time as needed and agreed upon by preschool teacher and recreation supervisor for fundraising for the preschool program