



Job Title: Preschool Instructor – Recreation Department

Classification: Part Time Hourly – Seasonal

Supervisor: Recreation Supervisor

Rate: Depending on Qualifications (DOQ)

Job Overview:

The Preschool Instructor is responsible for the execution of the preschool program. The Preschool Instructor will provide on-site supervision of all assigned program participants, be the liaison between the staff, Park District, parent/guardian, and participant. The Preschool Instructor is required to be positive and maintain the standards of the program and the professionalism of the Park District. The instructor must ensure a program that contributes to the growth, wellbeing, and development of the participant.

Skills and Qualifications:

- Must be a High School Graduate or possess a diploma or equivalent certification.
- A minimum of eight hours of college course work in Early Childhood, Child development, or recreation related field.
- Minimum of one-year experience working with children in a public recreation environment or certified private children/day care/camp environment, or combination of education and experience to satisfy the minimum criteria.
- Possess effective communication skills, both verbal and written.
- Must possess CPR, First Aid, and AED, training within the first six months.

Essential Duties & Responsibilities:

- Possess knowledge of program goals and objectives for As We Grow Preschool.
- Maintain effective communication between staff, and parent/guardians.
- Follow established District safety rules, procedures, policies, and regulations.
- Participate in staff training, and professional development to ensure excellence.
- Ensure all standards of child protection measures are fully complied with, according to established procedure, policy, regulation, and law.
- Create and implement daily curriculum activities designed for the growth of each participant.
- Create lesson plans and prepare materials for class projects, activities and maintain daily classroom schedule.
- Be always aware of each child and assume responsibility for all participants until released to a parent, guardian, or designated caregiver.
- Perform set-up and clean-up of daily activities, including but not limited to preparing snack and cleaning up art projects.
- Assist in taking participants to the bathroom.
- Lead and monitor classroom play, aiding in learning tasks, dealing with disruptive behaviors, and providing positive feedback and encouragement in all scheduled and nonscheduled activities.
- Performs general classroom cleaning duties as needed.
- Perform other duties as assigned.

Hours:

This is a part-time exempt position, it includes time for the daily program needs, as well as time needed for preparation, planning, and coordinating for the duration of the preschool program. Basic hours of operation for the preschool program are established by Recreation Supervisor.

Psychological Considerations:

- Employee must be able to adapt to a busy, sometimes noisy environment.
- Employee must be emotionally flexible to effectively work with children at different educational and social stages of development.
- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.

Physical Demands:

- Requires frequent sitting, balancing, stooping, kneeling, crouching, handling, fingering.
- Requires occasional walking, reading, feeling.
- Requires medium strength, ability to lift 40-50 pounds.

Environmental Considerations:

- Employee must park in exposed parking lot with potential of walking ¼ mile.
- Employee's general work area is indoors, in a smoke free, open classroom environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless outdoors.

Cognitive Considerations:

- Employee must have the ability to follow directions and communicate in English verbally and in writing.
- Employee must be able to read and understand material printed in English.
- Employee must possess time management and organization skills to effectively perform his/her job.
- Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.
- Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

Employee Name: _____

Employee Signature: _____ **Date:** _____