

Washington Park District

Position: Pre-K Teacher

Job Description

The Pre-K Teacher is in charge of a daytime Monday/Wednesday 9:00am - 2:00pm Pre-K program. We hope to expand to Tuesday/Thursday 9:00am-2:00pm class as well.

Qualifications:

- Candidate must be 21 years of age, hold a college or university degree and must have a valid teaching certificate
- Must submit and pass a background check and clearance requirements for criminal history checks through the Illinois State Police, FBI and checks of the Illinois Sex Offender Registry, and Child Abuse and Neglect Tracking System.
- Willing to obtain certification in First Aid, CPR and AED.
- Preferred 1-2 years of experience teaching at the Kindergarten or Early Childhood Level.

Duties:

Plan curriculum: Prepare daily lessons and exercises; follow age-appropriate curriculum guidelines for preschoolers, such as counting single-digit numbers, identifying colors, categorizing and grouping shapes, and memorizing the alphabet.

Serve meals: Assist students with before eating procedures and cleaning up after mealtime.

Personal hygiene: Help students understand the benefits of personal health habits, including eating nutritional snacks, washing hands, grooming, and dressing.

Lead procedures: Arrange seating plans, take roll, keep attendance records, and implement school procedures.

Fun activities: Organize and lead games, arts and crafts, and other activities designed to help students learn, expend energy and work in groups.

Store supplies: Select supplies, such as arts and crafts, story books, and other learning tools; keep supplies organized; assist students in gathering and returning supplies before and after activities.

Storytelling: Read stories from age-appropriate books and encourage students to interact through creative feedback in group discussions.

Social development: Help students integrate with one another and interact in groups, whether they're working on curriculum, completing tasks, or during play activities.

Behavior issues: Identify emotional problems and address them with the child's parents or guardians during parent-teacher conferences.

Supervise teaching aide. The teaching aide will help maintain a safe and supportive environment for young children. Assist the teacher with carrying out lesson plans. Help children use the bathroom and help with basic hygiene needs such as handwashing. Prepare and serve snacks and help children with eating lunch. Observe children for developmental problems and other concerns and passing this information on to the teacher. Support preschool teacher with classroom management and discipline strategies. Participate and help with parent-teacher conferences as needed.

Evaluate students: Administer tests and formal assessments and provides feedback to parents on kindergarten readiness.

Those interested please submit a cover letter, resume and application online at www.washingtonparkdistrict.com.

Job Type: Part-time with close to 26 hours per week 8:30am-3:00pm and some additional time for class preparation prior to the school calendar starting. Additional hours available for additional created programs.

Pay: \$19.00 - \$21.00 per hour

Immediate Supervisor: Recreation Manager