

Bourbonnais Township Park District Job Description

Position Title:	Preschool Teacher				
Department:	Recreation - Preschool	GL Code:	122-31-5002		
Reports to:	Recreation Supervisor				
Supervises:	n/a				
Classification:	Part-time	FLSA:	Hourly	Pay Grade/ Range*:	1 / \$14.00 - \$18.85
Approved :	12/15/17	Revised:	05/07/24	Source:	*HR Source

Position Description:

The Preschool Teacher is responsible for planning, organizing and implementing developmentally appropriate activities within the park district preschool programs. Preschool Teachers are responsible for supervising children and providing a safe and educational environment for students.

Qualifications:

- Must have an understanding of child development and have at least 6 hours of early childhood development course work
- Two years of early childhood or child care experience is preferred
- This position requires the ability to manage a classroom, demonstrate leadership and initiative to establish a well-rounded learning environment
- B.S, B.A, or A.A. in Early Childhood, Elementary Education or related field is preferred

Skills needed to be demonstrated:

- Provide a nurturing and positive preschool experience for all students
- Work and support fellow teachers to obtain the goals and objectives of the program
- Create and implement curriculum activities that are age appropriate and designed for the needs and growth of each individual child
- Create lesson plans and prepare materials for class projects and activities
- Be aware of children at all times and assume responsibility for all participants until released to a parent or designated caregiver
- Lead and monitor classroom play. Anticipate potential problem situations and redirect activities to provide a safe and happy environment for all children in the program
- Keep accurate attendance records
- To use appropriate and positive discipline when necessary
- Attend staff meetings, obtain hours of in-service trainings, and conduct parent meetings/conferences as required
- Submit supply lists and maintain a clean, safe and organized environment for children
- Successfully implement the program goals listed in the Bourbonnais Township Park District Preschool Parent Handbook
- Demonstrates and supports park district customer service standards

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Skills needed to be demonstrated continued:

- Follows district and departmental safety, personnel, and administrative policies, procedures and ordinances
- Substitute as needed
- Completes any other tasks or duties assigned by Recreation Supervisor

Safety and Risk Management:

- Implement safety and risk management procedures as applicable to the recreation department operations; recommend additional procedures as necessary
- Be familiar with district wide safety procedures as set by the safety committee
- Administer first aid when necessary for participants or staff member's welfare
- Monitor participant health and safety practices
- Report first aid supply needs to immediate supervisor
- Follow agency procedures as relates to completion and submittal of accident and/or incident reports
- Refer insurance questions to immediate supervisor
- Fully understand and follow the guidelines of the Illinois Abused and Neglected Child Reporting Act and any procedures that accompany the law
- Acquire and maintain CPR certification

Facility Management

- Notifies supervisor of any problems or dangerous situations with facility or equipment
- Ensure facility/room is appropriate for intent of class being taught
- Ensure presence at program facility site to greet program participants upon arrival
- Prepare facility/room for program and return facility/room to original state at conclusion of program

Special Considerations:

- Requires flexibility of work schedule during high volume work periods
- Work is subject to inside/outside environmental conditions
- Requires regular lifting of light - medium - heavy objects weighing up to 30 pounds

Knowledge, Skills, and Abilities:

- Ability to accept responsibilities and work in an independent and organized manner
- Ability to be flexible and interact cooperatively with fellow staff members
- Ability to be aware and respond appropriately to the needs and concerns of children and their parents
- Display leadership, dependability, patience and concern for others
- Excellent communication skills - professional ability to attend to the needs, address complaints and resolve concerns of our customers

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This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description to meet changing circumstances; emergencies, priority assignments, changes in personnel, workload, technological developments, etc.

CERTIFICATION

“I have read this job description, and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations”. The District may amend this position’s description from time to time at their discretion. In addition, the Executive Director, and/or appointed authority, have and retain the rights to revise, eliminate, combine, and or establish positions and classifications. Amendments by the District shall be effective on such date as designated.

Employee Printed Name:			
Employee Signature:		Date:	__/__/____