



Part Time Job Opportunity

Preschool Teacher



Pay Rate: \$12-13 per hour, dependent upon experience

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:

- 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.
- 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.
- Perform other duties as assigned.

Qualifications:

- Must be at least 19 years of age.
- Required 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.

Hours: For the 18/19 school year Present – May 24, following the U-46 calendar.

M/W/F 9:00-11:45am (4 year olds) and T/Th. 9:15-11:10am (3 year olds)

Apply Today:

Visit us at www.bartlettparks.org – click on “Employment” under the “Quick Links” section.