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|  | Butterfield Park District Job Description |
| | Dept: Recreation Title: Preschool Lead Teacher |
| | Classification: Part time Non-Exempt IMRF Qualified |

Overview:

The Learning Nest Preschool Lead Teacher will work with children, parents, and co-workers on a daily and weekly basis in and outside of the classroom. This includes preparing weekly lesson plans, preparing monthly newsletters, daily setup of activities, copying, labeling, and preparing materials, and classroom setup/clean up.

Qualifications:

- Valid IL Identification
- Prior experience in a classroom or childcare setting
- High School graduate
- Previously, currently, and/or willing to participate in courses/seminars related directly to childcare and/or child development, from birth to age six (6).
- Ability to read, write and effectively communicate in English.
- Must hold current Child/Adult CPR and First Aid Certification

Immediate Supervisor:

Early Childhood Coordinator

Essential Duties & Responsibilities:

1. Responsible for the health and safety of all children.
2. Responsible for checking backpacks as children arrive. Collect any notes from parents, book orders, etc. Assist children as they enter the building by helping them find their coat hook, help with coats, etc. At the end of each class, check that backpacks have newsletters, artwork, notes, etc., and that the backpacks are zippered to prevent children from removing materials.
3. Responsible for planning and setting up the classroom for each day's activities: prepping lessons, crafts, and all enrichment activities.
4. Assist with clean up after class: wash tables, sweep floors, remove garbage, clean and disinfect books and toys, etc.
5. Participate with children during circle time. If a child is having a difficult time sitting quietly, be willing to sit with him/her. Be able to work with discipline problems. Only verbal correction is to be used.
6. Maintain a friendly and cooperative relationship with parents and co-workers.
7. Assist students during planned and free time activities. Implement our Jolly Phonics program and other learning tools deemed appropriate by Butterfield Park District/Learning Nest Preschool. Help children build with blocks, read books, assist at the sensory table, etc. Remember that during free time children are learning social skills which are just as valuable as planned/structured projects.
8. Escort children to the bathroom and assist in the bathroom.
9. Attend and participate in staff meetings, offer ideas and suggestions that would help improve the program, staff development sessions and continuing education opportunities as required.
10. BE FLEXIBLE – be able to change quickly from one activity or classroom to another.
11. Demonstrate a positive attitude towards children, parents and co-workers.
12. **Must adhere to all safety policies and procedures.**
13. **If needed you will be asked to be a special event assistant from time to time.**
14. **Other related duties as assigned.**

Psychological Considerations:

Work closely with a positive attitude towards children, parents and co-workers work around general public, and work with little to no supervision.

Physiological Considerations:

Exposure to potential early childhood/communicable diseases, bodily fluids, etc.

Environmental Considerations:

Most work is performed indoors. Appropriate clothing is required. Will be actively stooping, bending, twisting, etc for periods of time.

Cognitive Considerations:

Must be able to use and display safety awareness and good judgment. Must be able to follow directions from supervisor with safe follow through maintaining knowledge of district's safety policies.

Wage for position: \$14.00 per hour

Contact Christina Skoumal, Early Childhood Coordinator at 630-858-2229 EXT. 14 or christina@butterfieldpd.com