



## **Preschool Instructor**

Wheaton Park District

**Contact Name:** Diane Hirshberg

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**Contact Phone:** 630-510-4952

**Closing Date:**

**Salary:** \$12.00 per hr

### **Description:**

#### GENERAL PURPOSE

Responsible for the organization, implementation, set up and instruction for children's activities.

#### REQUIRED EDUCATION, QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

Minimum high school diploma or equivalent with at least two years' experience related to child care or child development required. Must have good communication, interpersonal, organizational, and time management skills.

#### ESSENTIAL FUNCTIONS

1. Set up equipment and supplies for daily use.
2. Instruct and supervise participants.
3. Interact with children in various activities.
4. Maintain communication with participants and parents.
5. Obtain a list of medications, control and administer based on written consent.
6. Collect in-processing forms from parents.
7. Observe behavior, assess appropriateness, and apply behavior management techniques.
8. Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.
9. Follow the Wheaton Park District policies, procedures, and guidelines.
10. Proactively support the V.A.L.U.E.S. (integrity, fun, commitment, adaptability and growth, kindness, and service) on a daily basis.
11. Maintain good safety awareness and follow all safety guidelines and procedures.

#### MARGINAL FUNCTIONS

1. Secure substitute teachers when needed.
2. Incorporate WDSRA staff into program to create a comfortable atmosphere.
3. Attend meetings and in-service trainings as required.

4. Assist with emergency procedures and building evacuation.
5. Appropriately resolve concerns, problems and emergencies that arise.
6. Other duties as assigned.

#### REQUIRED CERTIFICATIONS, LICENSES, ETC.

Must have and maintain: CPR/AED certified or obtain within one (1) year of employment. Be a "Mandated Reporter" for the Abused and Neglected Child Reporting Act.

#### Salary:

Starting at \$12.00 per hr DOQ

#### Hours:

Monday-Thursday

9:00am - 12:30pm with additional hours as needed

Plus additional paid plan/prep time

#### Apply on line at:

<https://wheatonparkdistrict.clearcompany.com/careers/jobs/4c573ba1-18a3-3201-9165-1cb83dad8fe0/apply?source=660201-CS-26825>