



Preschool Instructor

Westmont Park District

Contact Name: Zack Johnson

Contact E-mail: zjohnson@westmontparks.org

Contact Phone: 630-963-5252

Closing Date:

Salary: \$17/hr

Description:

The Westmont Park District located in Westmont, IL has an opening for a Preschool Instructor. The District serves approximately 25,000 residents with over 155 acres of parks, a 9 hole golf course, fitness center and offers over 1,000 programs each year.

DESCRIPTION:

Primary responsibility is to ensure that all persons have a safe and enjoyable experience while visiting or using the Westmont Park District facilities.

Under the direction of the Recreation Coordinator, the instructor is responsible for the planning, organization, schedules, child instruction, and all aspects of the Preschool classes they teach.

This is a an exciting opportunity to be a part of preschool program creation from the ground up at the district's new Park Place facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meet the District's Mission and Vision.
- Responsible for planning, developing and implementing a preschool program that promotes the intellectual, social, emotional and physical development of preschool aged children.
- Meet with and report to Recreation Coordinator on a regular basis to share schedules, successes, challenges, needs and observations of the preschool program.
- Set up and clean up classroom before and after each day.
- Maintain records of attendance, accidents, and injuries.
- Prepare a daily routine for the students.
- Report on time ready to open the building, setup daily lessons and greet all children in the morning drop off line at the front door.
- Keep informed on current early childhood teaching trends.
- Work with the Recreation Coordinator to ensure supplies and equipment remain in a safe and workable condition.
- Adhere to the program budgeting limits.
- Seek guidance and approval regarding unexpected budget needs.
- Perform any additional related tasks as required or assigned.

- Under the guidance of the Recreation Coordinator establish lesson plans based on the districts curriculum.
- Request supplies in a reasonable time frame.
- Effectively communicate realistic needs and expectations for the preschool program.
- Adhere to District's safety and personnel policies.
- Report any and all challenges, policy questions, safety or conduct matters to the Recreation Coordinator immediately.

HOURS

This is a part time position generally, 8:30 am – 12:30 PM, Monday through Thursday. Hours could, and will increase, if afternoon preschool becomes established. Additional limited hours for class prep, required continuing education, parent teacher conferences, staff meetings and assigned special events.

REQUIRED KNOWLEDGE:

Comprehensive knowledge of youth and Early Childhood Educational programming. Must possess the ability to speak in public and good written and verbal communication skills. Good computer skills, proficient with Word, Publisher, Excel, and Outlook.

QUALIFICATIONS:

Have received a high school diploma, and has received a minimum of a 2 year degree in Early Childhood or 2 years of related field experience of the early childhood programs/preschool classes taught.

HOW TO APPLY:

Candidates shall apply with a resume, and WPD online application. Candidates may also include cover letter. Application link can be found below.

All applications should be emailed to zjohnson@westmontparks.org

<https://shorturl.at/akolT>

The Westmont Park District is an Equal Opportunity and Reasonable Accommodation Employer. This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.