



Full-time Lead Teacher

Skokie Park District

Contact Name: Stephenie Gualano
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Contact Phone:
Closing Date:
Salary: 20 - \$25 per hour

Description:

Tot Learning Center offers a full-day childcare program for infants through five-year-old children.

The Tot Learning Center Early Childhood Teacher shall perform duties necessary to implement programs for the development and care of young children, ranging in ages from six (6) weeks to five (5) years of age in the DCFS licensed, NAEYC accredited childcare facility. The Early Childhood Teacher shall also assist in providing a model program to serve as a learning center to college students, interns and student teachers.

Essential Duties:

1. Participates in planning and implementing appropriate activities promoting the intellectual, social, emotional, and physical development of children.
2. Submits weekly lesson plans to Childcare Services Manager; posts in classroom for parent informational purposes.
3. Supervises children closely to ensure their health and safety.
4. Assists in the development and maintenance of an environment which is stimulating, inviting, and geared towards the needs of the children.
5. Establishes a nurturing relationship with the children and serves as an appropriate role model for staff and children.
6. Assures that the diapering and toiletry needs of the children are met.
7. Provides a program that meets the social, emotional, nutritional and physical needs of the children in the classroom.
8. Assures that classroom equipment and toys are sanitized regularly per DCFS standards.
9. Maintains necessary records and reports pertaining to those children under the Early Childhood Teacher's care, and as required by DCFS and NAEYC.
10. Assists in providing a flexible program which is responsive to the immediate needs or demands of a particular child or situation.
11. Maintains both written and verbal daily communication with staff and parents, regarding a child's adjustment and progress.
12. Supervises part-time teachers, assistants and students.

13. Responsible for classroom management including the care of classroom equipment and materials; and maintains an organized and neat environment.
14. Regularly observes, conducts and evaluates ASQ developmental children's screening.
15. Prepares and conducts parent/staff conferences.
16. Participates in staff meetings, staff trainings and program-related activities.
17. Works cooperatively with other staff, supervisors, parents, and the public.
18. Responsible for the coordination of one or more of the following areas; field trip program, in-service training, special events, monthly newsletters, intakes, scheduling, enrollment, and other program-related activities.
19. Demonstrates respect and sensitivity to children's socioeconomic, cultural, ethnic and religious backgrounds and individual needs and capabilities.
20. Performs other duties as assigned.

Qualifications:

Must have a strong interest in working with young children. Must follow DCFS guidelines and NAEYC standards for all work. There are other duties that are assigned specific to each classroom which are detailed in the Tot Learning Center Manual. Incorporates the District's core values of commitment, service, integrity, openness, inclusiveness, innovation and environmental stewardship in all work performed. Adheres to and actively enforces the safety responsibilities and safety procedures as outlined in the District's Safety Manual, and overall risk management program.

Education: At a minimum, must have at least an associate degree in Early Childhood Education/Child Development or equivalent. Bachelor's degree in Early Childhood Education, Child Development or related field from an accredited college or university is preferred.

Experience: Prefer three years experience as a child care worker at a DCFS licensed, NAEYC accredited facility. Must meet all DCFS standards and requirements.

Certifications: Current medical examination, TB Test, and all related forms as deemed necessary by the Skokie Park District, NAEYC and DCFS. In addition, must attend a minimum of 24 hours of in-service training per year. Must obtain and keep current Food Handler and CPR, AED and First Aid certification.

In exchange for your talent we offer competitive benefits including:

- BCBSIL Health Insurance (PPO and HMO Options Available)
- Dental Insurance
- Vision Insurance
- Life Insurance (Paid for by the Park District up to 2.5x your annual salary)
- Pension Plan (IMRF)
- Short Term Disability (IMRF)
- Employee Assistance Program
- Paid Time Off (Vacation, Personal, Holiday, Sick)
- Paid Parental Leave
- Facility Usage Benefits (gym membership, golf memberships, program discounts, etc.)

The Skokie Park District is an Equal Opportunity Employer.