



Child Care Teacher

Mundelein Park & Recreation District

Contact Name: Melinda Agosto

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Closing Date:

Salary: \$32,086.27 - \$40,107.84

Description:

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

Our Big & Little Child Development center is hiring a Full-Time Child Care Teacher. Big & Little has been serving the community for over 25 years. Be a part of the team that provides a fun, engaging, and educational environment for children 15 months - 6 years old. Enjoy great benefits, including competitive pay, and affordable medical, dental and vision coverage, IMRF Pension Plan, paid sick, personal days and vacation time, free family fitness membership, free family Aquatic Center membership and discounted recreation programs.

Job Summary

Under the direction of the Child Development Director, the Child Care Teacher is responsible for the planning, organization and facilitation of learning for children in the classroom. This position is responsible for creating a safe, nurturing, and developmentally appropriate learning environment where positive self-concepts are enhanced, independence is encouraged, and individuality is respected.

Duties and Responsibilities

- Assist in planning, organizing and conducting a stimulating, developmentally appropriate early childhood program, consistent with the philosophy and policies of the Center.
- Function as a member of the teaching team by planning and working cooperatively with co-workers.
- Assist in maintaining responsibility for daily implementation of the program by helping prepare weekly lesson plans and conducting activities.
- Attend and participate in staff meetings, planning sessions, in-service trainings, and outside training needed to meet D.C.F.S. requirements with a minimum of 15 hours annual training.

- Develop curriculum. Review lesson plans on a daily basis. Implement new curriculum and technology as directed.
- Attend and participate in scheduled special events as assigned.
- Assess the individual needs and developmental patterns of the children, work with other staff to implement curriculum appropriate to meeting such need.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from parents and staff.
- Contribute to the organization, arrangement, safety and sanitation of the Child Development Center.
- Conduct parent-teacher conferences twice per year as scheduled by the Child Development Director.
- Assist in development of a portfolio for each child in your classroom, containing assessments, samples of work, photographs, progress notes, etc., to share with parents at conference time.
- Establish and maintain good working relationships with the Director, co-workers, children, parents and the community.
- Complete daily reports for each child.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Perform other related duties as assigned.

Qualifications – Education, Experience and Training

Two years of credit (60 semester hours) from accredited college or university with a minimum of 6 semester hours in Early Childhood Development; or one year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center, and 30 semester hours of credits from an accredited college or university with 6 semester hours in Early Childhood Development; or completion of the CDA National Credential Award System with a current credential as a Child Development Associate (CDA). Must be 19 years of age. CPR, First Aid and AED Certification required and if not certified, must become certified within 90 days of employment.