



Preschool Classroom Coordinator

Glenview Park District

Contact Name: Amanda Giacomino

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Contact Phone:

Closing Date:

Salary: 24.19/hour-26.44/hour

Description:

Preschool Classroom Coordinator

(Full-Time, Non-Exempt)

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY: Under the Preschool Director's supervision, the Preschool Classroom Coordinator assists in daily classroom operations, acting as a substitute, overseeing breaks, curriculum development, and professional development. They report issues to the Preschool Director and act as Director Designee in the absence of the Preschool Director or Assistant Director. Duties also include attending field trips, after-preschool programs, and open houses. Candidates must be Director Qualified (at least 21 credit hours in Early Childhood Education with at least three (3) credit hours in Early Childhood Administration). Target hiring range is \$24.19/hour-\$26.44/hour (\$50,000-\$55,000 annually) DOQ, commensurate with qualifications and experience.

JOB DUTIES TO INCLUDE:

- Develop and implement age-appropriate curriculum and activities aligned with educational standards
- Ensure compliance with health and safety regulations, maintaining a clean and safe classroom environment
- Establish and maintain a positive and inclusive classroom environment, manage behavior, promote cooperation, and address conflicts
- Foster effective communication with parents through the Brightwheel app, keeping them informed about their child's progress and addressing concerns
- Develop and maintain weekly schedules for teachers and assistant staff, ensuring efficient classroom operations
- Plan and occasionally teach preschool enrichments or pop-ups, including spring/winter break programs
- Supervise and support staff during daily activities, provide guidance, feedback, and address any concerns to maintain a positive and collaborative working environment

QUALIFICATIONS: Bachelor's Degree in Parks & Recreation, Therapeutic Recreation, Early Childhood, Child Development, or related field required. Significant experience considered in lieu of formal education. DCFS Director qualification required upon hire. Preference for applicants with

preschool experience and leadership within a preschool/childcare team. Professional certification(s) and active membership in a professional association desirable. Food Sanitation Certification, CPR, First Aid, and Child Heimlich Maneuver certification required upon hire. Mandated Reporter online training, medical exam with TB test, and up-to-date vaccinations for TDAP and MMR necessary. Completion of 15 hours of in-service training annually. Satisfactory background check results and registration with Gateways Registry upon hire. Valid driver's license necessary.

SCHEDULING & PAY: This is a full-time, non-exempt (hourly) position with a regular schedule from Monday to Friday, 10:00am to 6:00pm. Occasional flexibility in work hours may be necessary as the preschool operates from 7:00am to 6:00pm, requiring at least one director-qualified staff member to be on-site during all operating hours. The ability to work nights and weekends is expected based on preschool events and programming schedules.

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Prescription Coverage
- Dental Coverage
- Vision Coverage
- Life Insurance (basic & voluntary)
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- ROTH IRA & Flexible Spending Accounts
- Paid Holidays, Personal Days, Vacation, Sick Time
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.*