



After School Aide

City of Lake Forest

Contact Name: Maria Pietrzak

Contact E-mail: pietrzakm@cityoflakeforest.com

Contact Phone: 847-810-3531

Closing Date:

Salary: \$17/hr

Description:

The City of Lake Forest is looking for a qualified, co-teacher to work at our after school enrichment program provided by Lake Forest Parks & Recreation Department. Co-Teachers are expected collaborate with teaching staff on daily lesson plan, supervise the class, enforce safety procedures, and assist with set-up and clean-up of the classroom. Prospective co-teachers must show strong leadership skills, independent functioning, and a passion for working with children, have a team mentality and be positive role models for youth in the community.

Examples of Duties

Responsibilities Include:

- Availability Mondays from 1:00-6:00pm and Tuesday through Friday from 2:00-6pm. 15 or more hours per week. There is some flexibility with hours and days of the week.
- Help with daily set-up and clean-up of classroom
- Collaborate with teaching staff on daily lesson plan
- Supervise group of 5-7 students
- Enforce school rules and regulations
- Provide a safe and friendly environment
- Foster an organized classroom setting
- Communicate with parents by phone and email

Qualifications

Knowledge, Skills & Abilities:

- Experience working with children. Specifically, in a classroom environment.
- Knowledge of early childhood development
- Must be able to work in a team environment
- Willingness to work additional hours is a plus
- Understanding of a sound recreation philosophy
- Excellent customer service and communication skills

Requirements:

- High School Diploma/GED
- Pass background check
- Able to lift 50 lbs.
- Ability to be self-driven and willing to engage in continuing education