



Preschool Instructor

Hickory Hills Park District

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Closing Date: 2026-06-12
Salary: \$16 -\$22

Description:

HICKORY HILLS PARK DISTRICT

JOB DESCRIPTION

Job Title: Preschool Instructor
Position Type: Full-Time
FLSA Classification: Non-exempt
Reports to: Recreation Manager
Job Location: Cynthia Neal Administration & Recreation Center

Job Summary:
The Preschool instructor is responsible for creating a safe, structured, and engaging learning environment while planning and delivering a developmentally appropriate curriculum that supports children's emotional and cognitive development.

Qualifications

- A high school diploma and at least 2 years' experience working with children as an early childhood instructor or similar role. Additional certifications or coursework in early childhood education is a plus
- Strong classroom management and communication skills
- CPR and First Aid certification (must obtain upon hire)
- Ability to create and implement appropriate lesson plans and activities
- Employment contingent of pass a pre-employment background check

Essential functions

- Ensure the health, safety, and wellbeing of all children by following all Park District policies and procedures

- Plan, implement, and supervise a comprehensive program of educational and social activities appropriate for preschool aged children
- Develop and maintain structured daily schedules and routines that promote learning and emotional security
- Prepare and distribute annual progress reports for each child
- Communicate effectively with parents regarding child progress, concerns, and program information

Marginal functions

- Adhere to the Park District dress code
- Attend workshops to keep current educational trends

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Affirmative Action

The Hickory Hills Park District is an Equal Opportunity Employer. We evaluate applicants without regard to age, national origin, race, color, religion, sex, sexual orientation, gender identity, disability, pregnancy, veteran status, or any other characteristic protected by law.