



Full-day Preschool Lead Teacher

Wilmette Park District

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Closing Date:

Salary: \$20 - \$35 per hour DOQ

Description:

JOB SUMMARY: The Full-day Preschool Lead Teacher is responsible for the development of preschool children 2- 5 years old, including creating lesson plans, supervising academic and emotional development, maintaining open communication with parents, coordinating with Assistant Teachers, and helping children with transitions. Morning and Afternoon shifts available.

POSITION DETAILS:

- **1 PT1 ACA Lead Teacher – Twos Afternoons** (11:00 am – 6:00 pm)
- **1 PT1 IMRF Lead Teacher – Threes/Fours Afternoon** (11:00 am – 6:00 pm)
- Training week of August 17
- First day of school - August 24

SUPERVISORY RESPONSIBILITIES:

- None

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Display professionalism in punctuality, mannerisms, and attire
- Develop, present, and evaluate appropriate play-based curriculum lesson plans
- Supervise all classroom and daily routine activities
- Maintain and monitor ongoing parent communication, including email and online parent communication app.
- Direct and assist co-teachers in all daily preparation work and cleanup of rooms
- Complete site lesson plan prep work on a rotating basis
- Attend and contribute to monthly lesson plan meetings
- Submit supply requests to the Preschool Supervisor
- Establish and maintain a positive working relationship with parents and other staff members
- Establish a nurturing relationship with the children in addition to serving as a positive role model
- Treating children in a positive manner that encourages individuality and positive self-esteem
- Responsible for maintaining and updating bulletin boards
- Maintain a minimum of 15 hours of training outside of teaching preschool in one calendar year, including the park district in-service trainings, staff, and safety trainings

- Inform the Preschool Supervisor of any problems, conflicts, or program concerns
- Responsible for keeping class attendance, emergency, medical, and registration forms on file for each child
- Complete accident reports and return to the Early Childhood Supervisor within 24 hours of the accident
- Treat public complaints and concerns with the utmost attention, and be courteous in all cases
- Work as a team player with co-workers and in conjunction with other departments
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities.
- Actively contribute to the Park District's sustainability goals.
- Perform other duties as assigned.

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the safety rules, regulations and procedures established by the Wilmette Park District safety program that is pertinent to the activities conducted by the department.
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures.
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor, or Human Resources/Risk Management division.
- Attend and participate in required safety training.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- At least 18 years of age or older
- DCFS Qualifications for Early Childhood Teachers and School-age Workers III. Admin Code tit. 89, § 407.140 (2004). 407.140 (c)(1)
 - Requires early childhood teachers to have 60 semester hours (or 90 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age 6, with no experience required
- **OR** 407.140 (c)(2)
- Requires early childhood teachers to have 1 year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center and 30 semester hours (or 45 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to effectively present information in one-on-one and small group situations to parents, patrons, and other employees of the Park District
- Ability to deal with problems involving a few concrete variables in standardized situations

TECHNOLOGY SKILLS:

Possesses computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

CERTIFICATIONS:

- Valid Driver's License
- CPR/AED certification within three (3) months of hire (provided by the Park District)
- Complete annual District trainings including, but not limited to, Sexual Harassment Training, Blood Borne Pathogens annually and Mandated Reporter every three years

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hands and arms
- The employee is occasionally required to stand, walk and sit; climb or balance; and push/pull objects
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds
- The employee must maintain close supervision of children when assisting in programs
- Must be able to move quickly to respond to emergency situations or children's needs
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Exposure to cleaning and disinfecting supplies
- Ability to use office equipment such as laminators, paper cutters, and copy machines

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. The general work area is indoors, in a smoke-free environment, with a controlled temperature and fluorescent lighting. The noise level in the work environment is usually moderate. The outdoor work area depends on the season.

HOURS:

- General hours of duty will be approved by the Preschool Supervisor and General Recreation Manager

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