

COMMUNITY PARK DISTRICT OF LA GRANGE PARK - JOB DESCRIPTION

Job Title: Ready Teddy Preschool Substitute Teacher

Classification: Part-time, Seasonal

Department: Recreation

Salary: \$16/hr

SUMMARY

Under the supervision of the Recreation Coordinator, the Substitute Preschool Teacher is responsible for planning and implementing preschool programs for children ages 2-5 with a co-teacher, including but not limited to providing customer service, general safety and development, supervision of groups of children, and providing high quality educational and recreational activities.

QUALIFICATIONS

The Ready Teddy Preschool substitute teachers are energetic, positive, and patient teachers who love sharing their passion for education with our students. Minimum high school diploma or equivalent with at least two years' experience related to childcare or child development required. Must have good communication, interpersonal, organizational, and time management skills. CPR, First Aid, and AED certifications are required (Park District provides training).

IMMEDIATE SUPERVISOR

The position reports to the Recreation Coordinator and the Superintendent of Recreation

ESSENTIAL FUNCTIONS:

- Be aware of and abide by Park District policies and procedures
- Set up equipment and supplies for daily use.
- Execute preschool curriculum.
- Instruct and supervise participants.
- Interact with children in various activities.
- Maintain communication with participants and parents.
- Observe behavior, assess appropriateness, and apply behavior management techniques.
- Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.
- Follow the Community Park District policies, procedures, and guidelines.
- Maintain good safety awareness and follow all safety guidelines and procedures.
- Usual office equipment, including calculator, computer, copier, and miscellaneous small office equipment. Physical and Mental Demands
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Specific psychological demands of this job include the ability to remain calm under stress levels associated with constant public contact.

SECONDARY FUNCTIONS

- Assists with and/or attends park district special events.
- Follow the park district risk management processes and procedures

PHYSICAL REQUIREMENTS, ENVIRONMENTAL CONSIDERATIONS AND PROTECTIVE GEAR/CLOTHING

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, talk and walk.
- The employee is frequently required to communicate with staff and others.
- The employee is frequently required to use hands and/or fingers, handle, feel or operate objects, tools or controls.
- The employee must occasionally lift children.
- The employee is regularly exposed to indoor conditions associated with a preschool.
- The employee is occasionally exposed to outdoor weather at drop-off locations and playgrounds.

REQUIRED COMPETENCIES

- Ability to maintain a positive and effective working relationships with fellow workers, patrons and general public
- Ability to communicate effectively
- Excellent customer service skills
- Ability to perform the job safely

HOURS

Hours vary, based on need. Typical subbing hours are between Monday-Friday 8:15am-3:45pm, depending on substitution needs
