

COMMUNITY PARK DISTRICT OF LA GRANGE PARK - JOB DESCRIPTION

Job Title: Preschool Teacher Aide

Classification: Part Time, Seasonal

Department: Recreation

Salary: \$16.00-17.00 DOQ

SUMMARY

The Preschool Teacher Aide is responsible for assisting in the planning, preparing implementing, and directing the provision of developmentally appropriate play-based curriculum and learning activities for students ages 2-5 that effectively develops students' academic and social-emotional skills.

QUALIFICATIONS

B.S., B.A. or A.A. degree in Early Childhood Education, Elementary Education, Special Education or related field preferred. PEL or paraprofessional license preferred. Five years of early childhood education classroom experience is required. Must have an understanding of child development and have at least 6 hours of early childhood development course work. CPR/AED certification is required.

IMMEDIATE SUPERVISOR

The Preschool Teacher Aide is under the direct supervision of the Recreation Coordinator

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Help plan, organize, and assist with Lead Teacher and Preschool Coordinator all aspects of assigned curriculum to class and perform other duties as required or may be helpful to class in preparation for daily activities.
- Assist in maintaining and organizing files and records
- Communicate daily with preschool parents.
- Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the park district.
- Work effectively with a team.
- Maintain inventory of all program and activity supplies.
- Keep accurate attendance records.
- Maintain room and equipment maintenance, including set up, take down, and sanitation.
- Administer any prescribed medication in accordance with the Park District Safety Policy.
- Assist with Ready Teddy Set up and tear down
- Assist with ABC when necessary
- Fill in for lead teacher when necessary
- Attend Ready Teddy special events as needed
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Appropriate dress is required as indicated in the Dress Code Policy.
- Attend Park District meetings as necessary.

SECONDARY FUNCTIONS

- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.

- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.
- Must be able to function under stressful situations when first aid or CPR are required.

PHYSICAL DEMANDS, ENVIRONMENTAL REQUIREMENTS AND PROTECTIVE GEAR/CLOTHING

- General work area is indoors, in smoke-free environment, with controlled temperatures and fluorescent lighting.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, and reaching and sitting.
- Performs lifting tasks up to 25 pounds.

REQUIRED COMPETENCIES

- Effective leadership skills are required.
- Ability to maintain positive and effective working relationships with fellow workers, patrons, and the general public.
- Excellent customer service skills.
- Ability to communicate effectively.
- Ability to multi-task.
- Capacity to utilize effective time management skills to complete assigned work.
- Capacity to solve problems and make project-related decisions.
- Ability to perform the job safely

REQUIRED KNOWLEDGE

- Ability to utilize computers with proficiencies in word processing and spreadsheet applications.

HOURS

The Preschool Teacher Aide is a non-exempt Seasonal position that works a maximum of 35 hours per week from September-May with some nights and weekends. Regular hours fall Monday-Friday between 8:15am-3:45pm

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.