



Clarendon Hills Park District  
315 Chicago, Ave  
Clarendon Hills, IL 60514  
(630) 323-2626  
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## Job Description

Title: Little Learners Preschool Teacher  
Department: Recreation  
Status: Part Time  
Pay Rate: \$18.00-\$23.00 DOE  
Hours: M, W, F Minimum 4 hour shift.

### Job Summary:

Under the direction of the Early Childhood Recreation Supervisor, the Preschool Teacher is responsible for the planning, implementation, and supervision of the day-to-day activities for preschool students at Little Learners Preschool. Preschool Teachers are responsible for the safety and welfare of the students and providing an educational environment. Work shifts will vary based on classes and enrollment. There may be evening or weekend hours.

### Essential Duties and Responsibilities:

- Maintain a clean, safe, and organized environment for children to learn and grow, promote trust and security for children.
- Develop, deliver, and evaluate appropriate lessons plans based on curriculum outline.
- Prepare materials and classroom for daily class activities in advance.
- Supervise all classroom and daily routine activities.
- Interact positively with children for the well-being and involvement in the various daily educational activities.
- Responsible for monitoring and maintaining evaluation of student progress.
- Base evaluations of student progress on accepted developmentally appropriate practices.
- Completes student progress reports and leads parent teacher conferences.
- Observe, report, and record behavior, assess, and apply behavior management techniques.
- Maintain communication with families including but not limited to weekly newsletter.
- Maintain positive relationships with students, families, co-workers and the public.
- Maintain classroom materials and school materials.
- Maintain records, attendance, medical and emergency contacts.
- Attend and contribute to regularly scheduled meetings and in-services.
- Collaborate and continue to develop best practices.
- Communicate with Early Childhood Recreation Supervisor all program progress, needs and assessments.
- Complete any other task or duties assigned by the Early Childhood Recreation Supervisor

### Hours:

The Little Learners Preschool Teachers will need to be able to work 8:00am-12:00pm M, W, F. No employee is allowed to work over 40 hours per week without the Early Childhood Recreation Supervisor approval.

### Qualifications:

- Must be at least 18 years old with a high school diploma.
- Degree in Early Childhood Education or Elementary Education preferred.
- Previous preschool or early childhood classroom experience
- A valid Illinois driver's license is required.

### Safety:

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations, and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Promptly report to the Superintendent of Recreation, Safety Coordinator, or member of Safety Committee all unsafe actions, practices, or conditions observed.
- A criminal background check will be conducted when hired.
- Obtain CPR/AED and First Aid Certification or provide a copy of current certification that doesn't expire.

### Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Personal and Employment Policy.

### Psychological Considerations:

Must resolve differences and problems that arise between patrons and employees. The Preschool Teacher is responsible for safe and well-organized recreational programs. The Preschool Teacher may also have to work under stressful situations when CPR/AED or First Aid is required.

### Physiological Considerations:

Frequent bending, standing, walking, sitting, lifting to 50 pounds, and kneeling during program. Moving and transporting of equipment as required for the day's activities. Must be able to communicate effectively with participants, park district staff, and the public.

### Environmental Considerations:

May be required to work during various weather conditions. When activities are held indoors, these conditions may include lighting and temperature. When activities are held outdoors, these conditions include hot or cold temperatures or rain/snow.

### Cognitive Considerations:

Must exhibit good problem-solving ability and good judgement in keeping with the mission of the Park District. Must have the ability to read, write, and organize materials. Must be able to supervise others and have good safety awareness.