

Grayslake Community Park District

240 Commerce Drive

Grayslake, IL 60030

(847) 223-7529

www.glpd.com



Job Description

Job Title: Preschool Instructor
Department: Recreation
Classification: Seasonal
FSLA Classification Non-Exempt
Immediate Supervisor: Recreation Supervisor

SUMMARY:

The Preschool Instructor will be responsible for the execution of the preschool program. The Preschool Instructor will provide on-site supervision of all assigned program participants. The Preschool Instructor will be liaison between the staff, Park District, parent and child. The ability to clearly communicate in both written and oral fashions is essential to the position. Daily/hourly requirements for contact with preschool aged children and parents require positive and value-oriented interactions to maintain the standards of the program and the professional image of the Park District. Deliver program to participants, providing assistance in learning tasks, dealing with disruptive behaviors and providing positive feedback and encouragement in all scheduled and nonscheduled activities. Maintain a positive focus on safety, accountability and delivery of promised objectives and activities. Understand and implement child protection requirements as situations warrant. Lead participants by executing a program that contributes to the growth, well being, and development of the participant ages 2.5 – 6.

SPECIAL REQUIREMENTS:

Certification in First Aid, CPR and AED

EDUCATION AND EXPERIENCE:

Age 21 or older and be a High School Graduate or possess a diploma or equivalent certification. Must have a minimum of 9 credit hours in education, child development or recreation field. Minimum of 2 years experience working with children in a public recreation environment or certified private children/day care/camp environment or combination of education and experience to satisfy the minimum criteria.

HOURS:

The requirement will include allotted time sufficient to ensure daily program needs are met, along with time dedicated to planning and coordinating programs for the duration of the preschool program. Administrative staff establishes basic hours of operation for the preschool program.

DUTIES:

Essential Functions

1. Determine specific program goals and objectives for the I Love Learning Preschool program.
2. Maintain effective communications between staff, parents and guardians.

3. Follow established District safety rules, procedures, policies and regulations.
4. Assist in the development and management of the budgets for the program.
5. Assist in the development of staff training, in-service and professional development activities to enhance excellence.
6. Ensure all standards of child protection measures are fully complied with according to established procedure, policy, regulation and law.
7. Develop marketing materials for community distribution to promote the program. This is not limited to flyers, brochure materials and presentations to outside groups.
8. Work cooperatively with fellow instructors to help obtain goals and objectives of the program.
9. Create and implement appropriate daily curriculum activities designed for the needs and growth of each child.
10. Create lesson plans and prepare materials for class projects and activities.
11. Lead and monitor classroom play, anticipating potential problem situations and redirect activities to provide a safe and happy environment for all children in the program.
12. Be aware of each child at all times and assume responsibility for all participants until released to a parent, guardian or designated caregiver.

Marginal Functions

1. Participate in external organizations for professional development that further program standing out side of the Park District.
2. Support and develop program goals that encourage inclusion in Park District programs.
3. Attend scheduled staff meetings as assigned by the Recreation Supervisor or Preschool Director.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee must be able to adapt to a busy, sometimes noisy environment.
2. Employee must be emotionally flexible to effectively work with children at different educational and social stages of development.
3. Employee must be able to work closely with children, parents and staff to achieve successful outcomes.
4. Employee should be able to maintain a positive working relationship with other employees.
5. Employee must work effectively under deadlines in a variety of environments and elements
6. Employee must demonstrate leadership qualities to perform required work.
7. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

- | | |
|-------------|------------------------|
| • Sitting | Frequently |
| • Walking | Occasionally |
| • Strength | Medium (40 to 50 lbs.) |
| • Balancing | Frequently |
| • Stooping | Frequently |
| • Kneeling | Frequently |
| • Crouching | Frequently |
| • Reading | Frequently |
| • Handling | Frequently |

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with the potential of walking ¼ mile.
2. Employee general work area is indoor, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.
4. Employee must use good safety sense in dealing with spills and messes along with being aware of potential exposure to bodily fluids and infectious disease.
5. Exposure to toxic chemicals.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions in English verbally and written.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skill to effectively perform his/her duties.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database application.
5. Employees must have ability to make judgments with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgment in all aspects of this position.

Employee Signature

Date

Supervisor Signature

Date