

Job Posting

Assistant Preschool Instructor



DESCRIPTION

The Assistant Preschool Instructor is responsible for creating an environment that promotes the social, emotional, physical, and intellectual growth of the participants in their classes. As a member of the early childhood team, the Assistant Preschool instructor will have an essential role in the creation and implementation of lesson plans, daily activities, programs, and special events for preschool participants.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Administer the implementation of safety and risk management procedures as applicable to Tiny Tot School; recommend procedures as necessary
- Be familiar with the safe operation of any equipment necessary in accomplishing required tasks
- Plans and implements daily, seasonal, and special activities that promote the social, physical, and intellectual growth of children
- Responsible for the care, learning, development activities, specialized programs, and redirection of children
- Maintains classroom records, cleanliness, and orderliness
- Provides care and support to students
- Engages with current and prospective parents and family members and is responsive to their needs
- Employ a variety of educational techniques (storytelling, educational play, media, etc.) to teach children
- Observe each child to help them improve their social competencies and build self esteem
- Assist in the development of a careful and creative program suitable for preschool children
- Guide children to develop their artistic and practical capabilities through carefully constructed curricula
- Track children's progress and report to parents
- Collaborate with Lead Instructor and Recreation Supervisor

QUALIFICATIONS

- High School diploma required, with some college classes in early childhood education preferred
- Experience working with children 2-5
- Ability to communicate and interact effectively with children, parents, and staff
- Ability to solve problems as they arise
- Must be dependable, energetic, and have a positive attitude
- Ability to enforce Park District rules and safety practices
- Certified in CPR/AED and First Aid is required

JOB STATUS Part time **DEPARTMENT** Recreation **FSLA STATUS** Non-Exempt

SALARY \$12-15/hr. depending on qualifications

HOURS 8:30am-3:30pm, M-F, additional hours as needed

HOW TO APPLY Interested applicants may submit application and resume to Lisa Semetko, Recreation Supervisor at lsemetko@bvilleparks.org