



Clarendon Hills Park District
315 Chicago, Ave
Clarendon Hills, IL 60514
(630) 323-2626
Fax: (630) 323-5362

Job Description

Title: Little Learners Preschool Teacher Assistant
Department: Recreation
Status: Part Time
Date: March 2021

Job Summary:

Under the direction of the Little Learners Preschool Teacher and the Early Childhood Recreation Supervisor, a Preschool Teacher Assistant is responsible for assisting in all planning, supervision and supportive management of the day-to-day activities for preschool students at Little Learners Preschool. The Preschool Teacher Assistant is responsible for the safety and welfare of 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, to promote trust and security for children.
- Assist teachers in the development and delivery of weekly lessons plans based on curriculum outline.
- Assist in preparing materials, classroom arrangement and schedule for daily class activities in advance.
- Assist in the supervision of the classroom, daily routines and activities.
- Interact with children for the well-being and involvement in the various daily educational activities.
- Assist in the responsibility of monitoring and maintaining evaluation of student progress.
- Base evaluations of student progress on accepted developmentally appropriate practices.
- Observe, report, and record behavior, collaborate, and apply behavior management techniques.
- Maintain communication and teamwork with Little Learners Preschool Teacher and Early Childhood Recreation Supervisor.
- Maintain positive relationship with students, families, co-workers and public allowing Preschool Teacher to address concerns to parents.
- Maintain classroom materials and school materials.
- Assist in maintaining 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 Little Learners Preschool Teacher and Early Childhood Recreation Supervisor all program progress, needs and assessments.
- Complete any other task or duties assigned by the Little Learners Preschool Teacher or the Early Childhood Recreation Supervisor.

Hours:

The Little Learners Preschool Teacher Assistant will need to be able to work during 8:00am-4:00pm. 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, regulation, 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 Assistant 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 up 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.