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|  | Butterfield Park District |
| | Job Description |
| | Dept: Early Childhood Title: Preschool Assistant Teacher 1 |
| | Classification: Part Time Non-Exempt |

Overview:

The Learning Nest Preschool Assistant Teacher will work with individual lead classroom teachers on a daily and weekly basis in and outside of the classroom. This includes daily setup of activities, copying, labeling, preparing materials, and classroom setup/cleanup.

Employment is contingent on an individual’s ability to satisfy the qualifications and perform duties listed below:

Qualifications:

- Valid Illinois Identification
- Prior experience in a classroom or childcare setting.
- Must be 18 years or older.
- Previously, currently, and/or willing to participate in courses/seminars related directly to childcare and/or child development, from birth to age six (6).
- Ability to read, write and effectively communicate in English.
- Must hold current Child/Adult CPR and First Aid Certification
- Must authorize and successfully undergo a criminal history background check pursuant to 70 ILCS 1205/8-23.

Immediate Supervisor:

Early Childhood Coordinator

Essential Duties & Responsibilities:

1. Responsible for the safety of all children.
2. Responsible for checking backpacks and folders as children arrive.
3. Assist children as they enter the building – help them find their hook and assist with coats.
4. Assist teachers with setting up the classroom for each day’s activities: prep crafts, collect supplies, and make copies. Check with the classroom teacher for daily specifics.
5. Assist with cleaning up after class: wash tables, sweep floors, remove garbage, etc. Check with the lead teacher for that classroom.
6. Participate with children during circle time. If a child is having a difficult time sitting quietly, be willing to sit with the child. Be able to assist with discipline problems. Only verbal correction is to be used.
7. Assist lead teachers and children during planned and free time activities. Help children build with blocks, read books, assist at the sensory table, etc. Remember that during their free time children are learning social skills which are just as valuable as planned/structured projects.
8. Assist children with the bathroom.
9. Attend and participate in staff meetings, offer ideas and suggestions that would help improve the program, staff development sessions and continuing education opportunities as required.
10. BE FLEXIBLE – Be able to change quickly from one activity or classroom to another.
11. Demonstrate a positive attitude towards children, parents, and co-workers.
12. Must adhere to all safety policies and procedures.
13. Other related duties as assigned.

**Early Childhood
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Psychological Considerations:

Work closely with a positive attitude towards children, parents, and co-workers. Work with the public and demonstrate the ability to work independently.

Physiological Considerations:

Exposure to potential early childhood/communicable diseases and bodily fluids.

Environmental Considerations:

Most work is done indoors. Appropriate clothing is required. You will be actively stooping, bending, and twisting, for periods of time.

Cognitive Considerations:

Must be able to use and display safety awareness and good judgment. Must be able to follow directions from supervisor with safe follow through maintaining knowledge of district's safety policies.

Additional Benefits Include:

Uniforms, Referral Incentive, Returning Incentive, Appreciation Apparel, and Appreciation Lunch

Wage Range: Up to \$17.00 Ages 18+

Employment Duration: Part time (Non IMRF qualified position)