



WOOD DALE PARK DISTRICT

Active Places. Friendly Faces.

Wood Dale Park District	
Job Description – Part-Time, Seasonal Position	
Dept: Recreation	
Title: Preschool Lead Teacher	
Revision Number: 0	Classification: Non-exempt
Revision Date: 2/16/18	

Overview:

The Rainbow Playschool Lead Teacher is responsible for the planning, organization, and implementation of developmentally appropriate activities within the Rainbow Playschool program for children ages 2-4 years old.

Essential Duties & Responsibilities:

- Work in conjunction with fellow staff members to support and achieve the goals and objectives of the Rainbow Playschool.
- Lead classroom activities and practice active supervision of participants at all times.
- Adhere to scheduled hours.
- Develop age-appropriate curriculum that is designed to foster the growth of individual children participating in the program.
- Create lesson plans to be turned in and reviewed by the Recreation Supervisor.
- Provide information monthly for newsletters and calendars.
- Ensure classroom and equipment is maintained properly and supplies are stored in an orderly fashion in the storage closets.
- Maintain orderly records and file appropriate paperwork such as attendance records, behavior/incident reports, accident reports, and receipts.
- Communicate any accidents, safety concerns, maintenance issues, parent complaints, etc. to the Recreation Supervisor.
- Communicate effectively with participants and parents.
- Follow district and departmental safety, personnel, and administrative policies, procedures, and ordinances.

Other Duties and Responsibilities:

- Provide a safe and welcoming environment for all participants.
- Distribute flyers or other information to participants when required.
- Demonstrate and support the Wood Dale Park District's customer service standards.
- Carry out any other duties as assigned, including substituting as needed.
- Attend monthly meetings as scheduled.
- Must be comfortable assisting children with their bathroom needs.

Knowledge, Skills and Abilities

- Minimum 1 year early childhood experience required.
- B.S., B.A. or A.A degree in Early Childhood or Elementary Education a plus.
- Possess knowledge of early childhood education and child development.
- Excellent communication skills and ability to work well with the general public, parents, and fellow staff members.
- Must be certified or willing to attain certification in CPR/First Aid.

Special Considerations

- Work is subject to inside/outside environmental conditions.
- Requires regular lifting of objects up to 40 pounds.