



Wood Dale Park District	
Job Description – Part-Time, Seasonal Position	
Dept: Recreation Title: Preschool Aide	
Revision Number: 0	Classification: Non-exempt
Revision Date: 11/9/18	

Overview:

The Rainbow Playschool Aide is responsible for assisting in the organization and implementation of developmentally appropriate activities within the Rainbow Playschool Program for children ages 2-4 years old. The position is a part-time position which reports to the Recreation Supervisor.

Essential Duties & Responsibilities:

- Work in conjunction with fellow staff members to support and achieve the goals and objectives of the Rainbow Playschool.
- Assist with classroom activities.
- Practice active supervision of participants at all times.
- Adhere to scheduled hours.
- Maintain accurate attendance records.
- Prepare materials for the classroom and put away materials and equipment after class.
- Ensure classroom and equipment is maintained properly and supplies are stored in an orderly fashion in the storage closets.
- Observe student behavior and learning, communicating observations regularly with the Lead Teacher.
- 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.
- Must provide team leadership.
- Attend monthly meetings as scheduled.
- Must be comfortable assisting children with their bathroom needs.

Knowledge, Skills and Abilities

- High School Diploma or equivalent.
- Previous experience working with children is required.
- 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.
- Perform tasks that require walking, bending, stooping, standing, kneeling, and reaching.