

## Job Posting

**Preschool Labs Lead Teacher****DESCRIPTION**

The Preschool Labs Lead teacher is a part-time position located at the Deer Grove Leisure Center. The Preschool Labs Teacher reports directly to the Assistant Superintendent of Recreation and is responsible for the development of a variety of enrichment program lesson plans, projects and activities for Preschool Labs Classes. These classes are designed to expand skill sets for children 3-5 years.

**DUTIES AND ESSENTIAL JOB FUNCTIONS**

- Significant involvement interacting with children ages 3-5 years, parents and park district personnel
- Lead age appropriate activities and educational thematic
- Prepare weekly projects and materials
- Responsible for opening and closing day procedures
- Plan and implement cooperative games, projects and activities on a weekly basis
- Responsible for child drop off and pick up procedures
- Plan and implement special events and themed activities
- Maintain records of Preschool Lab operations, staff and participants
- Implement safety procedures as they pertain to the supervision of students and staff
- Perform other duties as assigned

**QUALIFICATIONS**

- Course work in Early Childhood or Elementary Education, or related field or commensurate experience
- Experience working Preschool age (3-5 yrs.) children is required
- Special knowledge of children's physical, emotional and developmental patterns
- Ability to adapt to rapidly changing circumstances
- Communicate and interact effectively with children, parents, and staff
- Must be energetic and have a positive attitude
- Must be at least 18 years to apply
- Certified in CPR/AED and First Aid is required (available at the Bensenville Park District)

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

**SALARY** \$13.00-18.00 per hour

**HOURS** This position requires working three days a week with hours on Monday through Friday 11:00 a.m.-3:00 p.m. There is also class preparation, meetings and trainings. Expect to work a minimum of 15 hours per week. Additional work hours are available within other Tot and Preschool Programs. Sessions run August 26, 2019 through May 26, 2020.

**HOW TO APPLY** Interested applicants may submit application and resume to Phyllis Schmidt at [pschmidt@bensenvilleparkdistrict.org](mailto:pschmidt@bensenvilleparkdistrict.org). Application is available at the Deer Grove Leisure Center or at [BensenvilleParkDistrict.org/pdcms/employment](http://BensenvilleParkDistrict.org/pdcms/employment).

**CLOSING DATE** Open until Filled