



JOB OPPORTUNITY

Job Title:	Camp Crayon Preschool Lead Teacher
Hours:	Part Time as scheduled
Hiring Rate:	To Be Determined
Application Deadline:	August 15, 2014 at 5:00 pm
Department:	Parks and Recreation
Reports to:	Program Supervisor

Qualifications:

Minimum 2-year degree in Early Childhood Education or related field, with experience and understanding of preschool procedures. Or, any equivalent combination of education, experience and training. Previous teaching experience is preferred. CPR and First Aid certified.

Job Summary

Under the direct supervision of the Program Supervisor, the preschool lead teacher is responsible for preparing and implementing creative lesson plans and a nurturing environment for the preschool child.

Essential Functions

- ☐ Submit in written form to the Program Supervisor lesson plans, and supplies and/or equipment needed at least one week before needed.
- ☐ Submit weekly newsletter in accordance with established timeline
- ☐ Manage classroom behavior
- ☐ Attend all staff meetings
- ☐ Assist with finding substitute when absent or ill
- ☐ Set up the classroom at the beginning of the year and pack it up at the end of the year
- ☐ Write and submit to Program Supervisor for approval, any correspondence that will be distributed to families
- ☐ Assist with maintaining supplies and equipment in a safe and workable condition
- ☐ Maintain and organize student files
- ☐ Perform other duties and functions as requested
- ☐ Complete student evaluations
- ☐ Schedule and conduct annual parent-teacher conferences for each child in class
- ☐ Attend conferences and workshops as they pertain to the preschool, within the budget parameter and with the Program Supervisor
- ☐ Maintain good communication with parents and keep them informed of activities and child's progress
- ☐ Due to the nature of the job, additional time beyond the specific class time may be necessary

To apply:

If interested, please call Mary Quilty at 847-838-4330 or complete an application for employment online at www.antioch.il.gov