



## **JOB DESCRIPTION**

Title: Preschool Instructor  
Department: Park & Recreation  
Part-Time Hourly Position

**GENERAL PURPOSE:** The Preschool Instructor, under direct supervision of the Director, Assistant Director of Parks & Recreation and Recreation Coordinator will plan, develop, coordinate, organize, create, implement supervise and evaluate Preschool programs for the Town of Merrillville.

### **LIST OF RESPONSIBILITIES**

1. Prepare lesson plans and instruct 3 age groups of children ranging from 2 – 5 year olds.
2. Evaluate and monitor student performance to prepare them for elementary school. Instruct them on how to manipulate school utensils. Help them to recognize the alphabet, numbers to 20, shapes and colors, their own name, address, phone number and birth date.
3. Help them to interact with others using show & tell as a tool. Make crafts to help with small motor skills. Sing songs, read them stories, and show them how to play. All lesson plans have to be flexible due to varied levels of their limited experiences and attention spans and must use quick judgment to accomplish goals.
4. Must be able to communicate to parents any opinions as to their child's abilities.
5. Prepare programming budget for all classes and turn in to Recreation Coordinator
6. Develop policies and procedures and sets standards for efficient and effective operation and maintenance of all Preschool Programs. Adhere to Town of Merrillville local ordinances, state statutes and Federal Government guidelines.
7. This is not a complete list of duties. Employee may perform other duties as requested by the Director of Parks & Recreation and Assistant Director of Parks & Recreation.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

You must possess a valid Indiana Driver's License.

You must have the ability to communicate effectively verbally and in writing.

You must have the ability to bend, squat, sit, stand, walk and lift 50 pounds.

You must have the ability to be proficient in Microsoft Word, Excel, Power Point and Publisher.  
Ability to operate a copier, fax and scanner.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

We are looking for someone who has graduated from an accredited college with a Bachelor's Degree in a related field.

Prior experience in Preschool Instruction is a plus.

Please send resumes to: Town of Merrillville Park & Recreation Department  
Attn: Jan Orlich. 5750 Tyler St. Merrillville, IN. 46410