



EMPLOYMENT OPPORTUNITY

P/T Specialist/Preschool

THE POSITION

Under general supervision, this position runs a preschool program in Oak Park for children ages three to five (3-5). The program instructs children in activities designed to promote social, physical and intellectual skills needed for success in elementary school.

The preschool program operates for ten (10) months of the year. For 2021-2022, the program begins September 1, 2021 and ends May 27 2022. Preschool sessions are held from 9 a.m. to 12 Noon Mondays through Fridays. Preschool sessions are closed on days coinciding with the local school district's non-student days schedule.

This is an "at will" position. The "at will" nature of the employment cannot be changed without the express written consent of the R.S.R.P.D. General Manager.

EXAMPLE OF DUTIES

The essential functions of the job include, but are not limited to:

- Plans, organizes and schedules lessons and activities designed to promote physical, mental and social development, such as games, arts and crafts, storytelling, field trips, other class projects.
- Prepares materials and classroom for preschool activities.
- Adapts teaching methods and instructional materials to meet students' varying needs and interests.
- Schedules parents to one to two (1-2) required work days per month and directs and supervises their classroom assistance.
- Demonstrates activities to children.
- Arranges indoor and/or outdoor space to facilitate creative play, motor-skill activities and safety.
- Maintains constant dialogue with parents or guardians on their children's progress.
- Receives children to the preschool facility, including greeting them, helping them with their outerwear, and selecting activities of interest to them.
- Supervises, evaluates and plans assignments for assistants and volunteers.
- Maintains attendance and activity records, makes program evaluations, and promotes staff/parent training and safety procedures.
- Maintains other reports as required by District policies and administrative procedures.
- Enforces rules for behavior and procedures for maintaining order.
- Provides disabled students with assistance accessing facilities and accommodating devices, technology.
- Attends staff meetings.

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Education: Requires graduation from high school, or G.E.D. equivalent. Early Childhood Education certificate and/or college degree with early childhood education units preferred. Certification of First Aid and Red Cross Infant/Child CPR will be required within three (3) months of employment.

Experience: A minimum of one (1) year related experience.

Other Qualifications: Requires knowledge of principles and methods for curriculum design, teaching and instruction for individuals and groups, and the knowledge of principles and processes for providing customer service. Requires the ability to plan, organize and conduct a preschool program. Must possess good communication, instructional, time management and service-oriented skills, and be able to clearly communicate information and ideas. Requires the ability to maintain a cooperative working relationship with a variety of people, make decisions independent of direct supervision, use good judgment, and recognize problems or potential problems. Must maintain current First Aid and Red Cross Infant/Child CPR certification and be able to utilize these skills in case of emergencies.