

VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department:	Youth		
Location:	LakeView RecPlex		
Job Title:	Assistant Baby-U/Preschool-U Teacher		
Reports to:	Preschool Coordinator; Youth & Family Director	Salary:	\$9.00/hour
Type of position:	<input type="checkbox"/> Full-time <input type="checkbox"/> Regular Part-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

The Assistant Baby-U/Preschool-U Teacher is a part-time position under the direct supervision of the Preschool Coordinator and the general supervision of the Youth & Family Director. The purpose of this position is to provide a safe and quality educational program. In addition, this position has the primary responsibility of insuring that the children in Baby-U/Preschool Program at the LakeView RecPlex are receiving adequate care and supervision.

CORE JOB RESPONSIBILITIES

1. Assist with planning and implementation of age appropriate early childhood education experiences with a variety of materials in the fields of art, music, literature, science, etc.
2. Alertly and actively supervise the children and facilities and give them your undivided attention.
3. Supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of each child enrolled in the Baby-U/Preschool Program.
4. Participate in parent conferences on each child's school adjustment, classroom behavior, and developmental progress.
5. Work with parents to promote understanding of their child's growth and development; encourage parent participation in school programs; attend parent group and Center functions; conduct conferences on request.
6. Assist with the appearance, decor, and learning environment of the classroom and its learning centers.
7. Assume an equal share of the joint house-keeping responsibilities for their classroom.
8. Treat children with dignity and respect.
9. Immediately intervene in any emergency situation or potentially hazardous situation.
10. Keep accurate and detailed records of attendance, individual learning and accident and incident reports.
11. Maintain current CPR, AED and First-Aid certifications.
12. Must help with special events and "in house" and "out-of-house" special activities at the RecPlex.
13. Must assist with general maintenance duties to ensure cleanliness of the Preschool facilities.
14. Must greet or interact with every child and parent/guardian who comes into the Baby-U/Preschool Program; learn and be able to use child's name, in a friendly and non-patronizing manner.
15. Must be energetic, enthusiastic and motivational.
16. Must enjoy contact with people, putting into action the belief that first impression is important with every personal contact.
17. Read the communication Log book each and every day you work. This will relay new information, policies, and procedures for all of the child care staff.
19. Assist in solving problems related to check-in and authorized pick-up of children.
20. Inventory and secure program equipment for Baby-U/Preschool Program. Provide access to equipment each day at the beginning, during, and end of program. Responsible for ensuring that all equipment is put away in storage areas at the end of each day and at the conclusion of the session.
21. Assist in the coordination of class locations, movement/transportation of program participants.
22. Cover the Wrap Around Care shift when substitute is necessary.
23. Perform miscellaneous tasks as requested by supervisor.
24. Be available to work extended hours, some evenings, and weekends at the beginning of each session.
25. At the conclusion of **program**: submit a written evaluation of the program, assist with written inventory of equipment and return all equipment and materials to storage; assist with the cleaning out and filing contents of staff binders, inventory and storage of remaining t-shirts, sort, organize and bag all lost and found articles, help clean and organize program storage closet areas, return all program keys.
26. Must become and remain a resident of Kenosha County within 12 months of the beginning of employment.
27. Must not have any prior, or while employed, criminal convictions relating to sexual assault, abuse, theft or any convictions related to contributing to the delinquency of a minor, or if the employee is a minor any convictions for the illegal use of alcohol or drugs.
28. All other duties as assigned.

EDUCATION/CERTIFICATION REQUIREMENTS

- MUST have satisfactorily completed one course credit in Early Childhood Education or its equivalent at an institution of higher education, OR is enrolled in that course within 6 months of accepting position.
- MUST be at least 18 years of age with a high school diploma or equivalent.
- Children's CPR and First Aid within 3 months of hire.
- Excellent verbal communication.
- Teamwork attitude.
- Self-motivated/takes initiative.

JOB REQUIREMENTS/WORK ENVIRONMENT

- High degree of public interaction and communication is involved when working in the Baby-U/Preschool Program. There may be times when one is exposure to periods of high activity and possible stressful interaction with the public. Work is in an indoor environment and works closely with others. Work is subject to varying shifts. Physical activities include long periods of standing, sitting, talking, listening, counting, reading, and moderate lifting (15 – 50 pounds) and moving about the facility.
- 15-20 hours/week; shifts vary from mornings and evenings and some weekend work required and as determined by Preschool Coordinator.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER