

Mundelein Park & Recreation District
Job Description

Job Title: Child Care Assistant Teacher
Department: Recreation
Division: Big & Little
Supervisor: Child Development Director
Classification: Part-Time – Non-Exempt – Hourly

Summary

Under the direction of the Child Development Director, the Early Childhood Assistant Teacher is responsible for assisting the Classroom Teacher with the planning, organization and facilitation of learning for children in the classroom. The Early Childhood Assistant Teacher is responsible for creating a safe, nurturing, and developmentally appropriate learning environment where positive self-concepts are enhanced, independence is encouraged, and individuality is respected.

Qualifications – Education, Experience and Training

Minimum High School Diploma required. Minimum of one year of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment.

Duties and Responsibilities

A. Essential Functions

- Assist in planning, organizing and conducting a stimulating, developmentally appropriate early childhood program, consistent with the philosophy and policies of the Center.
- Function as a member of the teaching team by planning and working cooperatively with coworkers.
- Assist in maintaining responsibility for daily implementation of the program by helping prepare weekly lesson plans and conducting activities.
- Attend and participate in staff meetings, planning sessions, in-service trainings, and outside training needed to meet D.C.F.S. requirements with a minimum of 15 hours annual training.
- Review lesson plans on a daily basis. Implement new curriculum and technology as directed.
- Attend and participate in scheduled special events as assigned.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from parents and staff.
- Contribute to the organization, arrangement, safety and sanitation of the Child Development Center.
- Assist with parent-teacher conferences twice per year as scheduled by the Child Development Director.
- Assist in development of a portfolio for each child in your classroom, containing assessments, samples of work, photographs, progress notes, etc., to share with parents at conference time.
- Establish and maintain good working relationships with the Director, classroom Early Childhood Teacher, co-workers, children, parents and the community.
- Complete daily reports for each child.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary.
- Share responsibilities for general housekeeping and program maintenance.
- Maintain a neat, clean and orderly classroom.
- Clean and disinfect toys and equipment on a regular basis.
- Report any need for repairs or unsafe condition to the Child Development Director in a timely fashion.
- Submit requests for supplies to the Child Development Director.
- Read the Personal Information Form for each child in your classroom and be alert to any special circumstances, needs, allergies, or medical conditions.
- Assist in the completion of an Accident/Incident Report Form for all injuries to children while in attendance at the Center and inform the Child Development Director immediately.
- Support interactions with regulatory agencies in order to maintain conformity to legal standards and regulations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.
- Demonstrate knowledge and awareness of safety precautions, emergency first aid procedures, and general health and developmental issues necessary for caring for the preschool child.
- As directed by the Child Development Director, participate in professional workshops and classes to improve job knowledge.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22