EMPLOYMENT OPPORTUNITY
Preschool Labs Lead Teacher

DESCRIPTION
The Preschool Labs Lead teacher is a part-time position located at the Community Center. The Preschool Labs Teacher reports directly to the Recreation Supervisor and is responsible for the development of a variety of enrichment program lesson plans, projects and activities for Preschool Labs Classes. These classes are designed to expand skill sets for children 3-5 years.

DUTIES AND ESSENTIAL JOB FUNCTIONS
- Significant involvement interacting with children ages 3-5 years, parents and park district personnel
- Lead age appropriate activities and educational thematic
- Prepare weekly projects and materials
- Responsible for opening and closing day procedures
- Plan and implement cooperative games, projects and activities on a weekly basis
- Responsible for child drop off and pick up procedures
- Plan and implement special events and themed activities
- Maintain records of Preschool Lab operations, staff and participants
- Implement safety procedures as they pertain to the supervision of students and staff
- Perform other duties as assigned

QUALIFICATIONS
- Course work in Early Childhood or Elementary Education, or related field or commensurate experience
- Experience working Preschool age (3-5 yrs.) children is required
- Special knowledge of children’s physical, emotional and developmental patterns
- Ability to adapt to rapidly changing circumstances
- Communicate and interact effectively with children, parents, and staff
- Must be energetic and have a positive attitude
- Must be at least 18 years to apply
- Certified in CPR/AED and First Aid is required (available at the North Berwyn Park District)

JOB STATUS: Part time
DEPARTMENT: Recreation
FSLA STATUS: Non-Exempt
SALARY: $13-$20 per hour

HOURS: This position requires working four days a week with hours on Monday through Friday 11:30 P.M.-3:00 p.m. There is also class preparation, meetings and trainings. Expect to work a minimum of 15 hours per week. Additional work hours are available within other Tot and Preschool Programs. Sessions run January 6 through May 25, 2020.

HOW TO APPLY: Interested applicants may submit application and resume to Nancy Woods at nwoods@nbpd4fun.org. Application is available at the Community Center or at www.nbpd4fun.org/employment-volunteering.
CLOSING DATE: Open until Filled

THE North Berwyn DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualification and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status.

www.nbpd4fun.org