



**Job Title: Preschool Coordinator – Recreation Department**

**Classification:** Part Time Hourly

**Supervisor:** Recreation Supervisor

**Rate:** Depending on Qualifications (DOQ)

**Job Overview:**

The Preschool Coordinator works under the direction of the Recreation Supervisor. With the Recreation Supervisor's guidance, the coordinator should be able to effectively support and guide the teaching staff. They will maintain positive and essential communication with staff, and parents/guardians of participants in the program; assist the Recreation Supervisor with staffing requirements to include leading staff training and in-service meetings to maintain program quality. They will assist in the implementation of meaningful curriculum activities and maintain the development of educational philosophy and standards established by the state of Illinois Department of Education.

**Skills and Qualifications:**

- Associates Degree in Early Childhood, Child Development, or related field or nine (9) college credits in Early Childhood, Child development and two years' experience in preschool type setting. Administrative experience desired.
- Ability to oversee preschool operations and staff supervision.
- Possess effective communication skills, both verbal and written.
- Possess decision-making, conflict resolution, negotiation, and organizational skills.
- Ability to work independently and as a team member of the district staff.
- Must possess CPR, First Aid and AED training within first 6 months.

**Essential Duties & Responsibilities:**

- Ensure program activities are conducted safely and according to all safety guidelines.
- Follow established District safety rules, procedures, policies, and regulations.
- Ensure all standards of child protection measures are fully complied with, according to established procedure policy, regulation, and law.
- Work cooperatively with fellow instructors and subordinate staff to help obtain goals and objectives of the program.
- Supervise and support preschool staff in developing and implementing classroom curriculum and lesson plans.
- Assist Recreation Supervisor with purchasing and distributing all necessary materials to staff to implement lesson plans.
- Communicate positively with all parties involved, including participants, parents/guardians, preschool staff, and Recreation Supervisor.
- Arrive when scheduled to prepare administrative duties.
- Assist with classroom enrollments and ePACT files and communications with participants parents/guardians,
- Assist, lead and participate in planning meetings for classroom and administrative duties.
- Assist Recreation Supervisor to evaluate and assess the performance of the preschool staff through schedules and performance reviews.
- Coordinate with Recreation Supervisor schedule changes and cover staff when needed.
- Coordinate with Recreation Supervisor and participate in preschool special events (i.e., field trips, open house, community preschool event).
- Assist Recreation Supervisor with adding a preschool fundraising opportunity.
- Performs general classroom cleaning duties as necessary.
- Perform other duties as assigned.

**Hours:**

This is a part-time exempt position, 10 hours a week during the preschool school year with a few weeks scheduled during the summer months to plan for the following school year.

**Marginal Functions:**

- Support and develop program goals that encourage inclusion in the Park District programs.
- Attend all required safety and in-service education meetings.
- Works in an organized and clean manner.

**Psychological Considerations:**

- Employee must be able to adapt to a busy, sometimes noisy environment.
- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform the required work.

**Physical Demands:**

- Requires frequent sitting, walking, stooping, kneeling, crouching, handling, fingering.
- Requires occasional reaching, balancing, feeling.
- Requires medium (40-50 lbs.) strength.
- May require up to 3-hour blocks of time on your feet.

**Environmental Considerations:**

- Employee must park in exposed parking lot with potential of walking ¼ mile.
- Employees' general work area is indoors, in a smoke-free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless outdoors.

**Cognitive Considerations:**

- Employee must have the ability to follow directions and communicate in English verbally and in writing.
- Employee must be able to read and understand materials printed in English.
- Employee must possess time management and organization skills to effectively perform his/her job.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_