

## **Oak Brook Park District Job Description**

**Job Title:**               **Preschool Aid**  
**Classification:**       **Part Time**  
**Salary Range:**       **\$9.00 – \$13.00**  
**Department:**         **Preschool**

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### **SUMMARY:**

The Preschool Aid is responsible for assisting the Preschool Teacher with the teaching of one or more of the 4 levels of preschool classes (2-year old, 3-year old, 4-year old, and Kinder Plus programs) offered at the Park District.

### **SUPERVISORY:**

The Preschool Aid directly reports to the Recreation Supervisor responsible for Children's Programming and the Preschool Teacher.

### **ESSENTIAL JOB DUTIES:**

- Communicate with the Preschool Teacher regularly on preschool and Park District matters.
- Communicate daily with preschool parents.
- Assist the Preschool Teacher with planning and implement daily curriculum.
- Assist the Preschool Teacher with implementing program lessons and activities.
- Maintain room and equipment maintenance, including set up, take down, and sanitation.
- Administer any prescribed medication in accordance with the Park District Safety Policy.
- Support a quality loss/control safety program for the Park District.
- Appropriate dress is required as indicated in the Dress Code Policy.
- Perform all other duties as assigned by the Director of Recreation and the Executive Director.

### **MARGINAL FUNCTIONS:**

- Attend Park District meetings as necessary.
- Attend Butler District School 53 meetings as necessary.

### **PSYCHOLOGICAL REQUIREMENTS:**

- Must provide team leadership
- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.
- Must be able to function under stressful situations when first aid or CPR are required.

### **PHYSICAL REQUIREMENTS:**

- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Drives motorized vehicle to travel to different locations.
- Performs lifting tasks up to 25 pounds.

**HOURS:**

The Preschool Aid is a Regular Part-Time position working the assigned preschool class hours, plus 1/2 hour before and after the class. Planning time will be calculated at 10 minutes of plan time for every class hour. Additional time will be allocated as needed for room preparation, planning, and meetings. The scheduled days of work will correspond with the Butler School District 53 schedule.

**EDUCATION, EXPERIENCE AND TRAINING:**

A High School Diploma is required. A basic knowledge of computers is required and a valid Illinois State Driver's License (Class A). The candidate must pass a criminal background check and a drug test.

The Oak Brook Park District is an Equal Opportunity Employer