

Oak Brook Park District Job Description

Job Title: **Preschool Aide**
Classification: **Part Time, Non-Exempt**
Department: **Recreation**

SUMMARY:

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

SUPERVISORY:

The Preschool Aide reports to the Preschool Coordinator 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 implementing 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.
- Appropriate dress is required as indicated in the Dress Code Policy.
- Perform all other duties as assigned by the Assistant Director of Recreation, Director of Recreation and Recreation, and Executive Director.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.

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:

Revised 11/17/21

The Preschool Aid is a Regular Part Time position working the assigned preschool class hours, plus 1/2 hour before and after the class. 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:

- High School Diploma
- Basic knowledge of computers
- Valid Illinois State Driver's License (Class D)
- CPR and First Aide Certification

The Oak Brook Park District is an Equal Opportunity Employer