

# Pre-K Preschool Teacher

at Village of Island Lake, IL.

**Reports to:** Creative Playtime Preschool Director

**Location:** Village of Island Lake, IL.

## About the Village of Island Lake:

The Village of Island Lake, IL is located in Lake and McHenry counties in the northwest suburbs of Chicago and has an approximate population of 8,100 residents. Island Lake gets its name from the village's namesake lake. Island Lake was originally a vacation destination for Chicagoans, but due to its charm and beauty, it became a permanent residence for many to grow their families and call home. Island Lake continues to grow and prosper while still maintaining its overall charm and beauty.

## About this role:

The Pre-K Preschool Teacher is responsible for preparing and carrying out a class curriculum containing the knowledge the children will need to succeed in Kindergarten. They will emphasize educational experiences to help the children grow emotionally, socially, physically, and intellectually by guiding them in structured learning and playtime and help them develop their problem-solving skills.

## Specific job responsibilities include:

- Prepare and instruct curriculum for Pre-K aged children
- Prepare and instruct activities designed to promote intellectual and creative growth
- Prepare and plan holiday parties, graduation, and other special events for parent attendance
- Prepare and plan for annual parent/student conferences or additional conferences if needed
- Send out weekly emails to parents with upcoming information for the week and CC Director
- Prepare monthly newsletter, calendar, and snack list and email to parents and Director by the first week of every month
- Maintain bulletin boards inside and outside of the classroom
- Organize book orders and collect payment
- Keep attendance record and advise Director of any prolonged absences
- Complete accident forms, notify parent, and submit to Director
- Advise Director of any difficulties with children or parents
- Inform Director of any necessary supplies
- Supervise Teacher Assistant
- Submit copies, laminating, and projects to Teacher Assistant to prepare.
- Attend Fall Picnic, Open House, and monthly staff meetings
- Attend seminars to promote professional growth with the approval of the Director
- Submit by email requested dates off one month prior for approval
- Accept each child as an individual and meet each child's needs
- Encourage each child's independence while building self-esteem and self-confidence

- Create a happy, safe, caring, exciting and fun learning environment
- Establish and maintain positive relationships with students and parents both in school and in public
- Maintain positive discipline with all children
- Be discreet regarding personal family matters
- Communicate with parents on students' growth and progress

**About you:**

- Degree in Early Childhood or higher
- CPR Certification
- Background Check
- Proficient computer skills
- Previous experience working in a preschool a plus
- Passionate about working with children
- Positive and patient demeanor
- Excellent written and verbal communication skills

**What's in it for you:**

This is a part-time position with the ability to possibly work up to 24 hours per week in a kind, friendly, family orientated environment. You will work collaboratively with the Creative Playtime Director and other Creative Playtime staff to fulfill the educational needs of the preschool students.