



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: Early Childhood Instructor

DEPARTMENT: Recreation and Facilities

FLSA CLASSIFICATION: Part-time, Non-exempt

POSITION FOCUS

Responsible for preparing & implementing early childhood classes through creative lesson plans while creating a nurturing environment for the young child.

SUPERVISORY RELATIONSHIPS

- Accountable to the Recreation Supervisor – Preschool and Early Childhood

ESSENTIAL JOB DUTIES

- Submits an outline of lesson plans, parent communication, room set-up needs, and supply lists for each class every session.
- Arrives to class location with ample time to prepare for and start the program on time as well as remain until all participants have departed.
- Facilitates the intellectual, social, emotional and physical growth of the participants and treats them in a manner that encourages individuality and strengthens self-esteem.
- Creating class outlines based on a recreational foundation. Conducting the class and yourself with this in mind.
- Notifies the Recreation Supervisor – Preschool and Early Childhood of serious incidents, accidents, or inappropriate conduct and completes Incident/Accident Forms and Conduct Reports, as needed
- Communicates with the Recreation Supervisor – Preschool and Early Childhood about problems, concerns or suggestions.
- Prepares the classroom and clean-ups after the programs activities
- Works directly with the participants and responds to their individual and group needs
- Models and facilitates the appropriate behavior of the participants
- Attends scheduled staff meetings and trainings
- Attends work on a regular basis. Classes should be cancelled in emergency cases only. If you must cancel a class, notify the Recreation Supervisor – Preschool and Early Childhood as far in advance as possible. Work with the Recreation Supervisor – Preschool and Early Childhood to determine who will notify participants and the facility of the cancellation. Cancelled classes must be rescheduled and made up.
- Additional functions as assigned which may be considered essential

SECONDARY JOB DUTIES

- Ability to sub for the Park District preschool program as time allows.

REQUIRED KNOWLEDGE

- Strong knowledge of pre-school educational and activity programs
- Good knowledge of pertinent safety precautions

REQUIRED COMPETENCIES

- Ability to respond to inquiries and requests received from the general public
- Capacity to provide a high level of customer service to internal and external customers
- Ability to maintain positive and effective working relationships with other employees, children and the general public
- Ability to work with general direction from immediate supervisor
- Capacity to work and maintain composure in periods of high activity and in emergency situations
- Capacity to follow through on tasks to completion
- Ability to work in a team atmosphere, promoting positive work relationships with supervisors and co-workers

- Capacity to be self-motivated and achieve assigned goals
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate in English verbally and in writing
- Ability to read and understand materials printed in English
- Capacity to proactively resolve problems, if authorized to do so, or to refer problems to immediate supervisor

EDUCATION, EXPERIENCE AND TRAINING

- BA/BS in Early Childhood Education, Elementary Education, or a closely related field is preferred.
- Minimum of two to three years' experience in the early childhood education field
- Or, any equivalent combination of education, experience and training
- Valid Illinois Class "D" Driver's License
- CPR (Infant, Child and Adult), AED Certification

HOURS

- Hours based on classes scheduled Monday through Saturday, approximately 8-10 hours a week. Varies throughout the year based on class schedule.
- Night, weekend and holiday work hours, as required

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

- Standing or sitting for sustained periods of time while completing work
- Repetitive hand/arm movements such as when serving snacks or participating in activities with the participants
- Some bending, twisting, walking and possibly jogging during physical activities with participants
- Some bending, kneeling and reaching for items off floor and high shelves
- Ability to lift up to 25 lbs. in recreational equipment, storage boxes and other supplies.
- General work area is indoors, smoke-free environment with controlled temperature and fluorescent lighting
- Occasional exposure to natural and potentially extreme weather conditions while supervising employees or attending job related activities at locations away from the office
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies
- Capacity to work in a high stress environment under multiple deadlines and with frequent interruptions
- Ability to work extra hours to accomplish and complete high volume of work
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - CPR barrier device such as mask or mouthpiece
 - Automated External Defibrillator (AED)
 - Non-Latex gloves

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Approved 3/19/21
Reviewed: 4/30/26



Executive Director

