

# Highland Park Community Nursery School and Day Care Center

## Assistant Preschool Teacher

**JOB TITLE** Assistant Preschool teacher

**REPORTS TO** Preschool teacher

### Overview of the Position

The Assistant Preschool Teacher is responsible for assisting with the development and implementation of all classroom programs and activities. The primary focus is providing a safe, nurturing environment where children and their families feel welcomed, accepted and encouraged to participate. The Assistant Preschool teacher will provide a quality early learning experience based on the Reggio approach to early learning where the child's interests and ideas are valued. The Assistant Preschool Teacher will investigate, explore and question alongside the child and assist the child as s/he makes sense of the world in which they live.

### Responsibilities/Duties

- Assist with maintaining a classroom climate/community that will benefit the overall healthy growth and development of the child.
- Assist with creating an enriching environment for students to explore, investigate and play.
- Co-plan and teach lessons that are developmentally appropriate for young children utilizing the Creative Curriculum in conjunction with the Reggio Emilia approach to early learning and the IL Early Learning and Development Standards.
- Maintain communication and professional relationships with teachers and staff
- Assist with the completion of documentation for conferences
- Comply with all licensing regulations and ExceleRate IL quality requirements.
- Annually assist with the evaluation of classroom effectiveness.
- Ensure the safety needs of the children are met at all times
- Actively participate and cultivate positive relationships with parents and the children's families

### Organizational Responsibilities

- Ensure ongoing program excellence with in the center and our community.
- Cultivate ongoing awareness of early childhood core values both within your classroom and the center
- Serve as a resource to parents regarding early childhood education and their child's individual needs
- Collaborate with Curriculum Coordinator and/or Executive Director to develop personal professional development plan and attain these goals
- Participate in and be responsible to work towards achieving goals as delineated in the Center's strategic plan.
- Participate in agency activities as appropriate

Represent the agency with integrity and professionalism  
Abide by the ethical statement and policies of the Center

### **Educational/Preparation Qualifications**

1. Meet DCFS assistant teacher requirements
2. Working towards ECE degree preferred
3. Knowledge of early childhood education and/or child development
4. Knowledge of ERS, Dial 3, Ages & Stages, and Creative Curriculum preferred
5. ECE Credential attained within the first year of employment
6. Food Handler Training completed within probationary period
7. DCFS Mandated Reporter training completed within probationary period
8. CPR/First Aid certification completed within first year of employment
9. Knowledge of computer and relevant software applications (Teaching Strategies Gold)
10. Demonstrated excellent interpersonal, organizational and written communication skills
11. Demonstrated skills in listening, engaging and building rapport with people
12. Appreciation for details and follow through

### **Physical Requirements**

Moderate degree of physical stamina with occasional lifting of 15-20 pounds. Ability to move freely to various locations within the center and community settings. Frequent standing, walking and bending. Frequent repetitive activities including hands, arms, and legs for interacting with young children. Exposure to noise and activity of a school setting.

### **Terms of Employment**

Competitive salary and benefits reviewed annually by the Executive Director.

## **HPC Employee Benefits Summary**

**Updated 6/7/22**

### **Signing Bonus**

\$500 signing bonus once file is complete and 90-day probation has passed

### **Health Benefits**

- HP Community provides:
  - 80% of the employee's individual medical premium through the Exchange
  - 50% of Individual United Healthcare Term Life Insurance premium
  - 50% of Individual Delta Dental Insurance premium

### **Sick/Personal Day Benefits**

- Each employee receives 10 sick days (two weeks) and 5 personal days (1 week). Time off is accrued throughout the year starting after the employee has completed the probationary period.
- In addition to the aforementioned time off, employees are paid when the center is closed for:
  - Summer Break – 2 weeks in August
  - Winter Break – 1 week
    - 1 week's additional salary for employees with 5 years of tenure at the center
  - Spring Break – 1 week
    - Scheduled to coincide with North Shore School District 112's calendar and/or between February 1<sup>st</sup> and April 30<sup>th</sup> of each year.
  - Paid Holidays
    - New Year's Day
    - Memorial Day
    - 4<sup>th</sup> of July
    - Labor Day
    - Thanksgiving (Thursday AND Friday)
    - Christmas

### **Retirement Benefits**

- HP Community will match the first 3 – 5% (depending on the fiscal stability of the center) of employee contributions to their retirement plan through AIG (formerly VALIC).
- After three years, each employee receives 1% of salary towards retirement automatically.

### **Professional Development Benefits**

- Professional development funds are available to all employees at a minimum of \$200 per person but often much higher than that. We work with our CCR&R to cover the cost of higher caliber trainings that better meet the needs of our more experienced staff.
- On-site Training
  - Beginning of the school year in-service training day
  - Mid-year in-service training day – usually includes CPR/First Aid training

## **Other Benefits**

### **New State-of-the-Art Facility – Gold Circle of Quality with ExceleRate IL for 5 years**

- HP Community moved into its new construction facility in November, 2019
- 2.8 acres for natural exploration around the center
- Fenced in playground area
- Private meeting space with phone and internet available
- On-site parking with surveillance

### **Programming**

- Screening tools – Ages & Stages and/or DIAL 3, and Ages & Stages Social-Emotional
- Researched based curriculum – Creative Curriculum
- Teaching Strategies GOLD assessment tool
- Paid planning time away from children (when fully staffed)
- Professional library on site
- Access to computer, tablet, printer, and internet (WiFi) throughout center

### **Support Services Available/Possible**

- Curriculum Coordinator/Instructional Coach – 15 hours per week
- Mental Health Consultant – 10 hours per month
- Behavioral Specialist – 20 hours per week
- Art Studio Coordinator – 10 hours per week
- Music Teacher – 30-minute class one time per week per classroom
- Observation windows and cameras throughout facility

### **Staff**

- Highly trained/educated – 30% - Masters
  - 8% - BA with some graduate level courses
  - 30% - BA
  - 22% - Some college level courses
  - 10% - High school diploma with additional training in ECE
- Average tenure – 8 years
- Evaluations – mid-year, peer-to-peer, and annual reviews
- Opportunities for special projects and outings (staff oriented and child focused experiences)
- Promotional products provided – t-shirts, fleeces, water bottles, class photos, etc.
- Staff Appreciation and Recognition

## **COVID Precautions and Safety**

- New facility with high quality ventilation system
- PPE provided – lab coats, masks, shields, gloves
- Sanitizing routine with additional cleaning of the facility (after hours)
- Paid COVID quarantine time off
- Paid COVID testing – as requested by program