

JOB DESCRIPTION



Department	Youth
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Baby U/ Preschool U Teacher
Classification	Hourly/Non-exempt
Pay Range	\$12.00/hr.- \$18.00/hr. PT1218

Job Summary

The Baby U/ Preschool U Teacher is a part-time position in the Youth Department and reports to the Youth Services Assistant Manager. The primary purpose of this position is to provide a safe environment for children participating in the program. The primary responsibility is to provide a safe, positive and enjoyable environment for participants while interacting in a pleasant and professional manner.

Job Duties

- Plan and implement age appropriate early childhood education experiences with a variety of materials in the fields of art, music, literature, science, etc.
- Alertly and actively supervise the children and give them your undivided attention.
- Treat children with dignity and respect; utilize child's name.
- Supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of each child enrolled in the Baby-U/Preschool Program.
- Work with parents to promote understanding of their child's growth and development; encourage parent participation in school programs; attend parent group and Preschool functions; conduct conferences upon request.
- Ensure that program policies, guidelines, and safety procedures are followed including check in and check out procedures.
- Assist with the appearance, decor, and learning environment of the classroom and its learning centers.
- Assist with the cleaning of the program areas, including but not limited to: light dusting, sanitizing toys, picking up games, organizing, etc.
- Keep accurate and detailed records of attendance, individual learning and accident/incident reports.
- Help with special events and "in house" and "out-of-house" special activities at the RecPlex.
- Assist in the coordination of class locations, movement, and transportation of program participants.
- Must be able to safely follow all emergency procedures including fire, tornado, lock down and any other emergency that may occur.
- Immediately intervene in any emergency situation or potentially hazardous situation, including providing first aid and CPR.
- Participate in and may assist with scheduled in-service trainings and staff meetings.
- Maintain positive working relationship with supervisors, co-workers, parents and participants; promote teamwork and support overall goals of the Youth Department.
- Consistently strive to follow through or exceed the expectations of RecPlex members and prospective customers.
- Adhere to all department policies and procedures.
- Performs other duties and special assignments as directed within the scope of the Youth Department

Physical Requirements

- Must be able to listen and communicate effectively as well and understand operating procedures and written directives.
- High degree of public interaction and communication with exposure to periods of high activity and possible stressful situations.
- Work is performed in an indoor environment and requires long periods of attentiveness, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, and moderate lifting (15-50 lbs).
- Uniform will be worn at all times while on duty.
- Flexible schedule; hours will be Monday through Friday as set by the Youth Management Staff; some evenings, and occasional weekends may be required.

Requirements - educational, certifications and experience

- Must be 18 years of age with a High School Diploma or equivalent.
- Previous experience working with children preferred.
- One course credit in Early Childhood Education or its equivalent at an institution of higher education preferred.
- Must have or obtain CPR/AED and First Aid within three (3) months of hire.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

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Village of Pleasant Prairie is an Equal Opportunity Employer.