

**TITLE:** CHILDCARE TEACHER-PART TIME

**DATE & TIME POSTED:** August 11, 2010 4:00 pm

**SALARY:** \$9.00-10.00/per hour

The Childcare Teacher is responsible for supervising and instructing infants through age six and reports directly to the Early Childhood Director. This position will be scheduled Monday-Friday, 7:30 am-1 pm or 12:00-5:30 pm.

**Duties:**

1. Teaches diversified activities for infants through age six as assigned.
2. Observes children for health and/or behavior problems and reports any immediately to the Early Childhood Director.
3. Assists in developing the daily curriculum and schedule of activities.
4. Compiles information for the monthly newsletter.
5. Recommends the purchase of equipment and supplies.
6. Assists in the upkeep of bulletin boards and other temporary decorations in the childcare rooms.
7. Attends bi-weekly staff meetings and planning sessions as scheduled.
8. Acquires fifteen hours of in-service training annually.
9. Uses all methods of communication to ensure parents are well informed and have a method of communicating their needs.
10. Maintains attendance, registration and all DCFS records as requested.
11. Performs other duties assigned by the Early Childhood Director.

**Job Requirements:**

1. Sixty semester, or ninety-quarter hours, of credit from an accredited college or university with six semester, or nine-quarter hours, in courses related to child care and/or child development.
2. Must have a valid CPR and 1<sup>st</sup> aid certification or be able and willing to obtain.
3. Must have demonstrated work experience with infants through age six.

**Essential Job Functions:**

1. Visual and hearing acuity to perform job-related functions.
2. Ability to lift up to 45 pounds.
3. Ability to talk, reach, grasp, kneel, stoop and bend.
4. Must be able to relate and interact positively with infants through age six and their parents.
5. Ability to perform job-related functions within Department offices and/or facilities.

**Please submit an application to:**

Janice DeAngelo  
Early Childhood Assistant Director  
338 N. Iowa Avenue  
Villa Park, IL 60181  
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