

**Title:** Pre-School/Early Childhood

**Qualifications:**

- Bachelor's Degree w/ state approved teacher preparation program
- ILTS Early Childhood Content Exam

**Reports To:** Building Principal or designee

**FLSA Status:** Exempt

**Performance Responsibilities:**

Instructs children in activities designed to promote social, physical and intellectual growth needed for primary school by performing the following duties.

- Reports to work as scheduled on a regular and reliable basis.
- Plans individual and group activities to stimulate growth in language, social and motor skills such as learning to listen to instructions, playing with others and using play equipment.
- Develops and uses instructional materials suitable for verbal or visual instruction of pupils with a wide range of mental, physical and emotional maturation levels.
- Develops in each pupil an awareness of his worth as an individual and his role in his family and community. Encourages pupils to express themselves creatively in art, music, and dramatic play.
- Provides appropriate climate to establish and reinforce acceptable pupil behavior, attitudes and social skills.
- Creates an effective environment for learning through functional and attractive displays, interest centers and exhibits of pupils' work.
- Provides individual and small group instruction designed to meet individual needs of pupils in communications skills, health habits, physical skills and development of self-concepts.
- Plans and coordinates the work of teacher associates, parents and volunteers in the classroom and on field trips.
- Enriches educational programs through study trips to community resources such as museums, parks and through classroom visits by resource persons from the school and community. Shares and interprets these experiences with pupils and parents.
- Cooperates and seeks assistance from other professional staff members.
- Communicates regularly with parents by means of a newsletter, notes, phone calls and individual parent conferences. Interprets school programs to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
- Selects and requisitions, instructional aids, supplies and schedules snacks.
- Promotes parent participation and involvement in education activities provided for their children.

- Maintains accurate, complete and correct records as required by law, district policy, state and federal requirements.

**Terms of Employment:** 180 days per the current collective bargaining agreement

**Evaluation:**

- Will be in accordance with the Collective Bargaining Agreement between the Board of Education and the Country Club Hills Education Association
- Follow state guidelines for teacher evaluations per HB 24A-5 and HB4510

