



First Congregational Church of Western Springs Preschool
1106 Chestnut Street, Western Springs, IL 60558
708-246-1900

Almost 3s Teaching Position
Tuesday & Thursday AM Class

The First Congregational Church of Western Springs Preschool expects its teachers to be educated, kind, loving, fun, professional, creative, reliable and independent.

As teachers, our mission is simple, to advance a young child's independence and positive self-concept, setting the stage for a lifetime of successful learning. In order to accomplish this mission we must:

- Focus on the whole child: intellectually, socially, emotionally, physically and spiritually
- Foster positive learning experiences through love, respect, quality education and professionalism
- Partner with parents to facilitate the learning process

Education Requirement:

B.A. degree in Early Childhood Education or B.A. in Elementary Education with 9 quarter hours of Child Development course work.

Essential Duties and Responsibilities: Willing to work in a team environment; willing to share ideas and be open to other's ideas; be flexible and willing to compromise

Work with all staff members to form a positive, supportive team atmosphere

Utilize co-teacher (and volunteer) skills and abilities

Ensure confidentiality of family information

Provide a warm, safe and caring environment that is kept orderly, clean, and appealing Interact with the children and encourage their involvement in activities

Use appropriate behavior management and classroom discipline

Read each individual child's files in his/her class and become knowledgeable about their medical and developmental histories

Establish consistent communication with parents and children

Attend all staff and curriculum meetings as scheduled by the Director

Participate in all "extra-curricular" activities such as sing a longs, Dad's Day, Kick Off event, etc.

Shared Duties and Responsibilities: Plan, prepare, and implement daily activities and lessons that correspond with the curriculum

Ensure consistency in daily schedule of activities, discipline, etc.

Maintain ongoing developmental records for each child, including keeping records of all developing skills (physical, social, emotional, and cognitive.)

Prepare and set home visit schedule

Prepare and confirm class lists and family information

Complete file folders for incoming, new students

Prepare cubbies with names, pictures, etc
Arrange field trips and special visitors
Compile snack list for classroom
Plan Mother's Potluck Dinner or Cocktail Party
Maintain daily attendance records
Complete daily set-up and clean-up: stack chairs, wash tables, turn off lights, maintain bathroom
Arrange bulletin boards and classroom art displays
Complete Weekly Reader subscription
Purchase supplies, food, children's gifts, etc.
Order and maintain necessary supplies according to an established budget
Write the weekly e-mail with curriculum update for parents. Must be sent to parents between Friday and Sunday 10PM
Notify parents of upcoming dates via e-mail or memo
Complete assessments 2x per year: 1 in November, 1 in April
Prepare and conduct annual parent teacher conference in December
Monthly calendar for parents
Perform additional program duties as assigned by the Director according to preschool needs

*Please Note: Additional responsibilities may arise throughout the school year. This list provides a general guideline of expectations and may fluctuate depending on staffing needs and teaching teams.

To apply for this position, please send a letter of interest and your resume to Jeannette Lloyd, Administrative & Communications Manager, at Jeannette@wscongo.org.