POSITION ANNOUNCEMENT

Position Title: Pre-K Teacher

Description:

Onward Neighborhood House is a family resource center which served the West Town neighborhood of Chicago for over 138 years. Onward Neighborhood House works now to support low income immigrant families and children in Chicago's Belmont Cragin and surrounding communities. Our mission is to empower families and individuals in need to achieve their full potential in a community based setting through educational, recreational and social service programs.

Onward Neighborhood House has moved completely to the Belmont Cragin Neighborhood, located at 5423 West Diversey Avenue, Chicago, Illinois 60639. We offer early childhood education services, after school programs and adult education services including a computer lab.

We are currently seeking a Pre-K Teacher. If you are a qualified, motivated individual who likes to work with children, and would like to join our exciting and expanding organization, Onward Neighborhood House is the place for you. Please do not miss out on this great employment opportunity-apply now!

ESSENTIAL FUNCTIONS: Under the general supervision of the Site Manager, is responsible for contributing to the development and implementation of an education plan that is designed to meet the needs of each individual child enrolled in the program in accordance with Head Start Program Performance Standards, NAEYC Standards and State PreK.

DUTIES AND RESPONSIBILITIES:

- Create and maintain a safe environment which promotes the safety, trust, respect and security for children, staff and parents.

- Prepare and implement lesson plans that encompass the intellectual, social, emotional and physical growth of all children.

- Oversee implementation of Creative Curriculum, NAEYC standards and Head Start Standards as it pertains to classroom program.

- Supervise, monitor, coach and evaluate assistant teachers, volunteers, student

teachers, etc.

- Explore new curriculum ideas by utilizing external resources that are age-appropriate.

- Oversee, instruct, monitor and evaluate outputs that result in the achievement of program outcomes as outlined in the Program Outcome Plan making recommendations to immediate supervisor as needed.

- Complete and submit required reports, documentation, etc. as it relates to Creative Curriculum, NAEYC, Head Start and PreK requirements.

- Introduce and teach language development skills, concepts of numbers, colors, shapes, textures, science skills, music and rhythm, and arts and crafts.

- Supervise and participate in all activities, both in and out of the classroom.

- Utilize appropriate child development practices regarding guidance and discipline.

- Oversee room arrangements and classroom equipment. Share in responsibility for cleaning up after classroom activities.

- Maintain appropriate staff/child ratio as required by DCFS licensing standards.

- Maintain records of child observations and evaluations. Consult with the Coordinator when needed.

- Plan field trips; prepare children and follow-up on field trip activities.

- Establish effective working relationships with parents; maintain close, daily contact with parents of the children, and meet with them through annual parent/teacher conferences and on an individual basis as needed.

- Conduct home visits as needed.

- Meet with and make referrals to Family Support Worker when appropriate.

- Meet with program staff for staffing on individual children.
- Work closely with special consultants and other resource people.
- Assist in other classrooms and programs as required by the agency.
- Attend and participate in staff meetings, parent meetings, and other meetings as necessary.
- Perform record keeping and other functions as assigned and report regularly to the Coordinator.
- Collaborate with other staff, volunteers, and/or neighborhood organizations with on-going program implementation and in developing special events.
- Maintain knowledge current in field, including attendance at seminars, workshops, and in-service training programs.
- Attend regular supervision sessions with supervisor.
- Perform other related duties as assigned.
- Assess program and recommend changes for improvement to Head Start Coordinator.

QUALIFICATIONS:

- BA degree in Early Childhood Education with a Type 04 State Teaching Certificate.
- Two to five years experience in teaching preschool children and working with parents
- Bilingual (Spanish/English) preferred
- First Aid/CPR certificate compliance or completion within first year of employment
- Flexible in work schedule

Hours: Full-time; year round

Salary Range: $40,000-$45,000 annually with good benefits (i.e., health, life and long term disability insurance, vacation, 403(b) plan, etc.)

Application details: Please send cover letter and resume to

Gladys Malave
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Onward Neighborhood House is an Equal Opportunity Employer
Accredited by NAEYC