



**ALBANY PARK
COMMUNITY CENTER**

Job Notice

Albany Park Community Center, an Equal Employment Opportunity Employer, is seeking a full-time Teacher for its Preschool program located at the 5101 N. Kimball, Chicago location.

Work Schedule: Full-time, Monday – Friday

Position Purpose:

Develop and maintain a safe and nurturing classroom environment for a group of preschool children. Responsible for the education and general development of the children within the Agency's policies and procedures; and in accordance with other APCC programs, City and State licensing requirements, NAEYC Accreditation, as well as funder requirements.

Examples of Duties and Responsibilities

1. Promotes a welcoming program environment where families are valued and respected by staff.
2. In cooperation with others assigned to the room, supervises children and activities, both in the classroom and outside:
 - a. Leads large group activities (i.e. singing, stories, music, etc.)
 - b. Supervises and participates with children during free play and outdoor activities.
 - c. Designs and implements small group activities
3. Works cooperatively with consultants, specialists, coordinators and other program staff to:
 - a. Provide an optimal environment to meet each child's needs.
 - b. Coordinate additional services for children and families.
 - c. Complete documentation on individual children with special needs.
4. Identifies, researches, prepares, and implements:
 - a. Teaching Strategies Creative Curriculum for Preschoolers
 - b. Individualized plans and progress reports on each child by maintaining regular observation and evaluation of child's development and progress using Teaching Strategies GOLD.
 - c. Developmentally appropriate weekly lesson plans with daily activities that introduce and reinforce language, small and large muscle, social and emotional skills.
 - d. Various activity ideas and teaching methods in the classroom.
 - e. Individualized plans and progress reports on each child.
 - f. A classroom environment that best suits the needs of the children in the classroom.
 - g. Activities in advance and according to developmentally appropriate lesson plans.
5. Implements and maintains a high-quality program in accordance with NAEYC accreditation guidelines and Head Start Performance Standards (if required), DCFS licensing and other funder requirements.
6. Ensures safe and clean classroom and outdoor environments:
 - a. Ensures children are released only persons authorized by the parent(s) and each child is signed in and out of the classroom daily.
 - b. Responsible for proper care of classroom equipment and supplies.
 - c. Identifies and prepares an itemized list of needed supplies and materials for the classroom.
 - d. Makes recommendations for improvements and repairs, as needed.
 - e. Shares responsibility for cleaning up after all classroom and outdoor activities.
 - f. Ensures closing procedures are followed at the end of the day, as appropriate.
7. Works cooperatively with all teaching staff and assists with supervising all children when classrooms are combined for activities/events and/or to meet staffing ratios.

8. Complete reports including attendance records, screenings, assessments, etc.
9. Maintains education file for each child in the classroom. Maintains education tracking as required.
10. Prepares and conducts two parent/teacher conferences and two home visits for each family with the teacher assistant.
11. Explains child development, early childhood education and the program philosophy to parents.
12. Attend meetings and appropriate professional development workshops to obtain a minimum of 20 training hours in accordance with DCFS licensing regulations.

Additional Responsibilities:

1. Tend to child's personal hygiene needs including changing diapers/pull-ups and changing soiled/wet clothing. Assist with toilet training, as needed.
2. Participate in the referral process for children with special needs. With the support of program staff, comply with the individual education plan for children as required.
3. Assist with recruiting children for the program.
4. Maintain knowledge of current trends in early education and child development.
5. Willingly assumes other duties and responsibilities as may be required or assigned.

Required Qualifications:

- BA or advanced degree in early childhood education, **or** BA or advanced degree in any subject with a minimum of 30 credit hours in ECE coursework.
- Must hold an Illinois State Board of Education Professional Educator License (PEL) with Early Childhood Endorsement or ability to apply for and receive a PEL as required by the funder

Preferred Qualifications:

- Bilingual Spanish
- Experience in Head Start and/or Preschool For All
- Experience with Teaching Strategies GOLD
- Member in Gateways to Opportunity Registry
- Up-to-date professional development in Gateways Registry
- Gateways Teacher Credential or proof of application for Teacher Credential
- Completion of IDHS Training Requirements for CCAP Programs
- Familiarity with CLASS

Please send cover letter and resume to: HR Manager
Fax: (773) 866-1617
Email: hr@apcc-chgo.org