

**COOPERATIVE NURSERY SCHOOL  
Hiring for New Teacher  
2020-2021**

**Part-Time Teacher**

The Cooperative Nursery School of Champaign-Urbana is seeking a part-time preschool teacher to teach three to four mornings a week from 8:30am-12:30pm, beginning in the fall of 2020. The position is for a lead teacher in either the 3 year old classroom or the 4 year old classroom. Applicants must be DCFS Head Teacher and Director qualified (please see below). Experience with Creative Curriculum is preferred. Salary will be based on training and experience. Please call Jenelle at 217-384-1128 or send resume to Cooperative Nursery School 602 W. Green St., Champaign, IL. 61801. You may also e-mail your resume to [coopnurserycu@gmail.com](mailto:coopnurserycu@gmail.com).

\*Please note that this position is for a teaching position only. We would like to have all of our lead teachers director qualified in case our director is out of the building. There needs to be a staff member on hand who can stand in as acting director. Therefore, we have included director responsibilities in the job description.

**DCFS Requirements**

<i>Director Qualifications</i>	<i>Teacher Qualifications</i>
1) 60 sem (90 qtr) hrs 2) 18 sem (27 qtr) hrs in child care and/or child development from birth to age 6 OR	1) 60 sem (90 qtr) hrs 2) 6 sem (9 qtr) hrs in child care and/or child development from birth to age 6 OR
1) 2 yrs child development exp. in preschool, kindergarten or daycare center 2) 30 sem (45 qtr) hrs in college with 10 sem (15 qtr) hrs in child courses as above OR	1) 1 yr child development exp. in preschool, kindergarten or daycare center 2) 30 sem (45 qtr) hrs in college with 6 sem (9 qtr) hrs in child courses as above OR
1) Child Development Associate or Certified Childcare Professional credential 2) 2 yrs child development exp. as above 3) 12 sem (18 qtr) hrs in child courses	Child Development Associate or Certified Childcare Professional credential

**Teacher Responsibilities**

Teacher is responsible for planning and implementing programs to encourage growth in all areas of development (i.e., social, emotional, cognitive, physical). Curriculum includes art, drama, literature, music, science, math and large and fine motor activities, consistent with Coop goals. In addition to working well with children, the teacher must be a good role model for parents participating in the classroom as assistant teachers.

## **Director Responsibilities**

The position requires two years of college credit with 21 hours of early childhood education. The director of the Cooperative Nursery School is responsible for the overall management of the preschool program. The director is directly accountable to the governing board of the school and assumes the following specific duties:

### General Responsibilities

- A. Submit long and short-term goals and strategies for the program improvement to the Board at the August board meeting based on program evaluations and observations
- B. Supervise requirements of the program
  1. Contact state and local regulatory agencies, as needed
  2. Ensure compliance with health, safety, and licensing regulations
  3. Keep records that pertain to daily administration of the program
  4. Self-evaluation of job performance
  5. Plan a yearly calendar of school holidays
  6. Attend a minimum of 2 board meetings per year, submit a monthly written Director's report for each scheduled board meeting
- C. Fiscal Responsibilities
  1. Prepare a proposed supply and equipment budget for board consideration and approval
  2. Arrange repairs and maintenance by request to the Property Committee or Vice-President
- D. Space and Equipment
  1. Keep inventory records
  2. Manage supplies
  3. Plan and assist Property Chair with the opening and closing of the school
- E. Staff
  1. Plan and implement staff orientation and meetings as needed
  2. Provide information regarding in-service opportunities (15 hr)
  3. Observe other staff members once per semester during classroom activities, offer feedback and report to Personnel
  4. Appoint a staff member to be in charge in the event of Director absence
  5. Keep personnel records for parent volunteers (health history, background checks, information on a person employed in a child care facility)
  6. Meets at least once per year with Personnel Chair for a performance evaluation
- F. Enrollment
  1. Monitor enrollment needs at all times
  2. Report enrollment to treasurer
  3. Plan enrollment for Fall semester and submit to board of Directors at January board meeting (tuition fees, enrollment fees, and dates will be established and approved by the Board of Directors)

4. Distribute and maintain enrollment records (child health, tuition)
  5. Familiarize parent of newly enrolled pupils with school policies
- G. Parents
1. Plan for the orientation of parents to school policies and procedures with Board of Directors
  2. Communicate with parents, handle calls, being aware of parent concerns and suggestions
- H. Health and Safety
1. Keep informed of the school's legal responsibilities and liabilities
  2. Plan and implement safety standards for the school (playground, activity rooms, fire and building)
  3. Notify parents and obtain professional services when emergency medical care is needed. A parent assistant, if needed, may accompany the injured child to the treatment facility
  4. Report incidents requiring professional services to the Department of Human Services
- I. Children's Program
1. Supervise curriculum development based on Creative Curriculum for Early Childhood by Diane Trister-Dodge
- J. Community Relations
1. Welcome visitors to the school and arrange classroom visits
  2. Promote services and program of the Coop and network with other organizations/providers in the community
- K. Food Management
1. Meet state and local regulations regarding snack purchase and preparation