



## Job Board Posting

<b>Job Title</b>	<b>Assistant Teacher</b>			<b># of Openings</b>	<b>5</b>	
<b>Company Name</b>	<b>Kiddie Academy of Saint Charles</b>	<b>Industry</b>		Educational Childcare		
<b>Worksite Address</b>	2651 Woodward Drive, St. Charles, IL 60175		<b>County</b>	<input checked="" type="checkbox"/> Kane <input type="checkbox"/> Kendall <input type="checkbox"/> DeKalb		
<b>Job Type</b>	<input checked="" type="checkbox"/> Full-Time, Regular <input type="checkbox"/> Other:		<b>Hours Per Week</b>	40		
<b>Required Schedule/Shift</b>	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Rotating <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Saturday		<input checked="" type="checkbox"/> Day/1 <sup>st</sup> Shift <input type="checkbox"/> Rotating <input type="checkbox"/> Evening/2 <sup>nd</sup> Shift <input type="checkbox"/> Split <input type="checkbox"/> Night/3 <sup>rd</sup> Shift			
<b>Salary Rate/Range</b>	\$14.00 to \$16.00 per hour	<b>Benefits</b>	<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision	<input type="checkbox"/> 401K <input type="checkbox"/> Profit Sharing <input type="checkbox"/> Pension	<input checked="" type="checkbox"/> Vacation <input checked="" type="checkbox"/> Holiday Pay <input type="checkbox"/> Other:	<input type="checkbox"/> No Benefits
<b>Job Description/ Duties and Responsibilities</b>	<p><b>Job Summary:</b> Provides classroom support for a Lead Teacher as they guide the classroom through lessons by preparing materials, interacting with students and supervising projects. Assists in the daily management and supervision of the classroom and children.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Assists and supervises children during all activities.</li> <li>Attends and participates in staff meetings, Academy events and parent meetings, as requested.</li> <li>Develops plans and prepares instructional aids and materials for classroom activities, as needed.</li> <li>Ensures that appearance, cleanliness and safe environment of classroom are appropriately maintained.</li> <li>Assists with ensuring the physical and emotional needs of the children are met daily.</li> <li>Assists with ensuring all policies &amp; procedures are being implemented to keep children healthy and safe.</li> <li>Assists children with mealtimes and cleanup.</li> <li>Assists with all Academy and classroom paperwork: for example, daily notes, accident reports and attendance reports.</li> <li>Assists with preparation and implementation of classroom lesson plans, programs and schedule.</li> <li>Must be able to lift no less than 40 pounds to at least waist high on a consistent basis throughout workday.</li> </ul> <p><b>Benefits:</b> Flexible Schedule, Professional Development Assistance, Referral Program</p>					
<b>Required Education Level</b>	<input type="checkbox"/> No educational requirement <input type="checkbox"/> Associate Degree <input type="checkbox"/> Vocational Certificate or Credential <input checked="" type="checkbox"/> High School Diploma or GED <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Occupational License, including Driver's License Requirement(s) <i>(please explain):</i> <input type="checkbox"/> Some College <input type="checkbox"/> Master's Degree					
<b>Other Job Requirements/Qualifications</b>	<ul style="list-style-type: none"> <li>High School Diploma or Equivalent (Required)</li> <li>CPR Certification (Preferred)</li> </ul>					
<b>Pre-Employment Requirements</b>	<input checked="" type="checkbox"/> Background Check <input checked="" type="checkbox"/> Physical Exam <input type="checkbox"/> Other- <i>Please Specify:</i> <input type="checkbox"/> Drug Screening <input type="checkbox"/> Tools/Equipment/Uniforms					
<b>How to Apply</b>	<p>Please apply online at Indeed or on the Kiddie Academy of St. Charles website here:  <a href="https://kiddieacademy.com/academies/st-charles/join/#inquire-form">https://kiddieacademy.com/academies/st-charles/join/#inquire-form</a></p>					