# Hisill 

Job Position: Teacher

## Qualifications:

- CDA with high school diploma
- One year experience in childcare/1560 clock hours along with proof.
- 9 ECE hours with 30 college credits/high school diploma.
- 9 college credit hours with 60 college credits.


## Job Description:

Create and follow a full scheduled lesson plan, balance teaching between social and logical exercised. Provide care and caregiving activities, using a range of teaching methods (stories, media, indoor and outdoor games). Evaluate children's performance to make sure they're on the right track for learning and observe children's Interactions.

Full-Time Position
Pay: $\$ 15.00-\$ 16.00$ per Hour
COVID-19 considerations:
Everyone entering the building must wear a mask. Curbside pickup is available and common surfaced are sanitized regularly.

## Qualifications:

- Associates, paraprofessional or Bachelors in Early Childhood Education
- 60 College credit hours
- 21 ECE credit hours
- Time Management and Organization is a must
- Administration class or Director Qualified on Gateway


## Responsibilities:

- Assure that State licensing requirements are met at all times per DCFS and IDHS
- Maintaining ratios throughout the classrooms
- Hire, train, supervise, and evaluate staff members
- Schedule staff and parent meetings
- Maintaining a safe and healthy learning environment
- Managing personnel files, enrollment tracking and marketing of center
- Enforce and review personnel policies
- Perform parent tours and inform them of the centers policies
- Review staff timesheets, Process Payroll
- Other administrative duties as assigned
- Familiarity with ProCare software a plus
- Experience with MS office software a plus
- Bilingual preferred

Full-Time
Pay: \$16.00-\$17.00 per hour
COVID-19 considerations:
Everyone entering the building must wear a mask. Curbside pickup is available and common surfaced are sanitized regularly.

