

The Regional Office of Education #12 has the following position available for the 2021-2022 school year in their Pre-K Program located at Storybrooke Pre-K on the LTC North Campus in Robinson:

**Pre-K Teacher's Aide (1 Position)**

**Salary/Benefits:** Commensurate to education and experience. Full-Time Benefits include: IMRF, Section 125 Plan, Life and Health Insurance with cafeteria plan

**Duties:** Successful candidates will assist the Preschool For All teacher in developing and implementing a developmentally-appropriate preschool program for young children. They will work collaboratively with Preschool For All Staff and community partners to provide children and families with an inclusive, engaging, and inviting learning environment. Staff will assist with planning and implementing classroom activities, supervise children inside and outside, including, but not limited to bus duty, recess, field trips/family fun nights, and classroom activities. Teacher's Aides also assist with developmental screenings, regular observations and the collection of assessment information for lesson planning, and progress reports, as well as maintain accurate professional records, assist in effective communication with parents, and help plan and implement monthly family fun nights, and perform any other duties which follows the Illinois State Board Education Preschool For All Grant grant requirements. Lunch Aide duty is also required with this position. As a Lunch Aide, the successful candidate will serve prepared meals, assist with lunch, and maintain the kitchen area in accordance with Health Department Guidelines.

**Qualifications:** Successful candidate will possess an active Illinois Professional Educator License (PEL) OR Educator License with Stipulations (ELS-Paraprofessional); a commitment to supporting at risk families; cultural and linguistic competency appropriate to service area; and the ability to lift/move 25 lbs or more. Food Manager Certification is required within 90 days of hire.

Application Deadline is rolling until the position is filled.  
Start Date: Beginning of Program Year for 2021-22

Application Materials

Cover Letter, Resume, ROE 12 Application for Employment (available at [www.roe12.org](http://www.roe12.org)), three letters of reference, and proof of Illinois Licensure from ELIS.

Apply To: Ann Oswalt, Early Childhood Director, Regional Office of Education #12, 300 West Main Street, Suite 307, Robinson, Illinois 62454

*Regional Office of Education #12 is an Equal Opportunity Employer. Applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, national origin, disability, gender, sexual orientation, age, or participation or membership in a labor organization, except as permitted by law.*