



KIDS TECH

Discovery Center

Assistant Director/Lead Preschool Teacher

Kids Tech Discovery Center seeks an exceptional Lead Teacher/Assistant Director with curriculum development and management abilities to co-direct its unique S.T.E.M. based preschool for ages 2 to 6 years. This is one of the only S.T.E.M. based curriculum preschools in the Chicagoland area. It offers full day programming 5 days a week that includes: math, science, engineering, reading, writing, art and more as well as specialist for classes in Spanish, and Music.

General requirements & responsibilities:

- Must have a strong interest in inspiring young children
- Strong written, verbal and interpersonal communication skills
- Ability and desire to assist in the creation and implementation of an immersive STEM curriculum with monthly themes including writing daily lesson plans for the Preschool Teachers
- Must have outstanding Management skills which include: effective communication, leading orientation and tours with parents and families, overseeing daily needs, meeting the compliance with DCFS licensing standards and safety regulations, processing new enrollments including enrollment paperwork and student files, supervising teaching staff, maintaining staff files and general procedures for the preschool
- Teaches in the classroom as Lead Teacher for a designated portion of the day and assists other teachers in the classroom when needed

Minimum Qualifications:

- Associates Degree in an Education and/or Early Childhood Education
- Minimum of 2 years of teaching experience in a nursery school, kindergarten, or licensed day care center.
- Experience in business management, curriculum development, planning and implementation.
- Prefer a strong science and math background.
- Experience with various social media outlets, MS Office, Internet researching, Blogging, and I pads, and more!
- Other certifications or expertise including First Aid/CPR and Food Sanitation certification are also required.
- Must be able to work with multiple age groups.

Kids Tech Discovery Center offers very low student to teacher ratios. Competitive salary, PTO, holidays off, childcare benefits, continuing education and professional development reimbursement. This position will report to the Director.

Qualified candidates must submit a cover letter, resume, transcript, three signed addressed letters of recommendation, and salary requirement to be considered for this position. In addition, please indicate in the subject line of the email **“Resume for Assistant Director/Lead Preschool Teacher”**

Position Posting Date: September 5, 2013

All information must be submitted to hr@kidstechdiscoverycenter.com

Kids Tech Discover Center is an equal opportunity employer