

NATURE PRESCHOOL TEACHER JOB DESCRIPTION

PURPOSE OF THE POSITION

The Nature Preschool Teacher will share Schlitz Audubon Nature Center's mission primarily as a full-time teacher of nature-based early childhood programming for children ages 3-5. The Nature Preschool Teacher will co-lead two preschool classes with up to 16 children per class for the duration of the school year and will contribute to the overall support and well-being of the preschool. The preschool year runs from September to June. Additionally, the Nature Preschool Teacher is responsible for co-leading some summer camps between June and August. This position reports to the Nature Preschool Director.

ESSENTIAL FUNCTIONS

- Work collaboratively with co-teachers and staff to fulfill the mission of the preschool
- Assume responsibility for the health, safety and welfare of all children in the group
- Ensure that the program classroom operates within the guidelines of the Wisconsin Department of Children and Families and meets best practices in nature-based early childhood education
- Supervise children indoors and out, throughout the seasons, and in all types of weather and terrain
- Respond quickly and professionally to unsafe conditions that may put children at risk
- Facilitate communication and positive relationships with parents and coworkers
- Participate in Parent-Teacher conferences, orientations, and occasional preschool events outside regular classroom hours
- Develop and sustain appropriate working relationships with other Center employees
- Collaborate with staff to periodically review Nature Preschool policies and procedures
- Participate in regular preschool team meetings
- Maintain confidentiality
- Abide by the Center's health and safety protocols, including the current COVID-19 guidelines
- There is an expectation that Nature Preschool teachers will teach a portion of early childhood summer camps every year between June and August

ADDITIONAL DUTIES

- Assure the safe, beautiful, and stimulating atmosphere of the classroom by organizing and caring for the room and its contents, including live herpetological animals (turtles, salamanders, frogs)
- Participate when possible in Center-wide planning, meetings, initiatives and events
- Document children's daily activities using digital photography
- Provide general support of the Nature Preschool during weekly office hours
- Be available to sub for other teachers if possible
- Other duties as assigned

QUALIFICATIONS

- Degree in Early Childhood Education or related field preferred
- Knowledge of Environmental Education preferred
- Minimum of 2 years teaching experience in early childhood or Nature Center setting preferred
- Must possess, or be willing to acquire, First Aid and CPR certification within 30 days of hire
- Must be able to pass a fingerprinting and background check within 30 days of hire
- Must be willing to undertake 25 hours of ongoing professional development per year
- Effective verbal and written communication skills
- Ability to perform tasks requiring physical exertion, outdoors, in all weather conditions and on difficult terrain
- Ability to work on a computer, up to 2 hours at a time, on occasion
- Proficiency in Outlook, Word, and Publisher as well as a willingness to learn other platforms such as Google Photos, Adobe Spark, etc.
- Regularly required to stoop and bend
- Occasionally required to reach above the shoulders
- Must have the ability to lift and/or move up to 35 pounds on occasion
- Must have the ability to speak and hear
- Specific vision abilities required by this job include close vision and color vision

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a full time, non-exempt position (up to 40 hours per week) eligible for paid time-off and retirement benefits. To apply, send cover letter and resume to Catherine Koons-Hubbard at ckoons-hubbard@schlitzaudubon.org with "Nature Preschool Position" in the subject line. We will begin the review process on Monday, April 5.