



Nature School at Camp Albemarle

## **Preschool Supporting Teacher Job Description**

**Position Description:** The Preschool Supporting Teacher is responsible for assisting the Lead Teacher in developing and implementing developmentally appropriate, emergent, nature-based learning for 1 class of 10 students that meets M-F. The supporting teacher will use Conscious Discipline methods to facilitate social-emotional learning and development.

M-F | 8:00am to 1:00pm | January 2025-May 2025

Starting Pay: \$13/hour

### **Posting Date**

November 19, 2024

### **Qualifications**

- Love for Jesus.
- Love for nature and excitement about being outdoors.
- Minimum of 1-2 years working with children. Associate degree or similar qualifications preferred, in early childhood education, environmental education, child development or related field.
- Team-oriented with a collaborative approach to working with colleagues and parents while also able to work independently.
- Ability to help create and implement an emergent, seasonal, play-based curriculum that aims to foster a sense of wonder and encourage lines of inquiry developed by the children.
- Understanding of the developmental stages of children aged 3-5.
- Ability to be flexible and willing to learn new teaching methods.

- Physically capable of performing teaching duties with enthusiasm regardless of the weather (rain, wind, cold, heat) including the ability to walk distances and over uneven terrain, facilitate Sound exploration days and carry a backpack and supplies.
- Passion for working with children as a guide, encouraging them to reach their fullest potential.
- Excellent organizational skills, detail-oriented work style, and strong initiative and motivation.
- Current First Aid with CPR (or able to complete provided training prior to start date).

## **Responsibilities**

### Duties with Children

- Create and maintain positive relationships with each student ensuring student well-being.
- Help students resolve conflict and support their social-emotional development by using the Conscious Discipline and Responsive Classroom approaches.
- Assist the lead teacher with creating and implementing play-based learning invitations.
- Help maintain a safe and developmentally appropriate outdoor environment that promotes learning and encourages the physical, social-emotional, and spiritual growth of each student.
- Prepare outdoor classroom and materials as directed by lead teacher.
- Assist with attendance.
- Assist with on-going observations of each student to assess learning, skills, and interests to better meet their needs and maintain accurate documentation of progress.

### Parent Relations

- Create and maintain a positive, supportive, and professional relationship with parents.
- Maintain confidentiality in terms of students, staff, and parents when communicating with parents.
- Help parents to understand the program philosophy and help find ways to involve families to grow the school community.
- Defer to lead teacher as primary communicator with families.

### Staff Relations

- Establish and maintain a positive relationship of cooperation, communication, and respect with co-workers.
- Contribute to the development of community among staff.
  - Participate in all staff meetings and trainings.
  - Maintain open and regular communication with lead teacher.
  - As a deeply collaborative team, work with all Nature School staff to support and challenge each other as colleagues, mentors, and friends.

- Maintain confidentiality in terms of students, staff, and parents when having discussions with other teachers. Teachers should not have discussions about students with anyone other than the student's parents, Nature School staff and the Nature School Director. These conversations should only happen with Nature School staff that need to be involved in the discussion.

### Professional Expectations

- Positively project the mission, goals, philosophy, and policies of Nature School to parents and community.
- Maintain regular attendance and punctuality and inform the Nature School Director and your lead teacher if you will be late or absent.
- Attend professional development workshops and trainings, when provided.
- Stay up to date on current trends and research in elementary education and nature-based education.
- Complete 15 hours of professional development each school year.

### Other

- Help maintain all school areas including Teacher's Den, dining hall, teacher resource area, and preschool supply shed.
- Understand and be familiar with school handbooks, emergency procedures, and protocol.
- Assist with all school functions including Open House, School Celebrations, Spring Family Festival and other fundraisers.

### **Pay and Benefits (please note we are unable to offer health insurance):**

- Pay is based on qualifications and experience, starting at \$13/hour.
- Pay is biweekly and direct deposit.
- Paid school holidays during the school year.
- 5 sick days and 2 personal days each school year.
- 75% off tuition for staff children.
- One free week of summer camp (not adventure camps) for one staff child and 50% off 1 week for additional staff children.
- Training and certification provided, if needed, in CPR/First Aid.
- Training provided in Conscious Discipline.

### **To Apply**

Send letters of interest and resumes to [katie@campalbemarle.org](mailto:katie@campalbemarle.org). Candidates will not be considered for the position unless both a letter of interest and resume are submitted. Letters of interest should indicate what position you are interested in and highlight why you want to work at Nature School and your experience with working with children. Letters of interest and

resumes will be accepted until the position is filled. Direct questions about the position to the e-mail above. Please do not call or send social media messages regarding this position.