



Nature School at Camp Albemarle

## **Supporting Teacher Job Description**

**Position Description:** The Supporting Teacher is responsible for assisting the Lead Teacher in developing and implementing developmentally appropriate lesson plans based upon the provided curriculum, reinforcing lessons individually or in small groups, tutoring students, documenting progress for narrative assessments and implementing Conscious Discipline and Responsive Classroom methods.

M-F | 8:00am to 2:30pm (K-8<sup>th</sup>) or 8:00am to 1:00pm (preschool) | 2026-2027 School Year

Starting pay: \$13.25 (based on experience and qualifications)

### **Posting Date**

February 18, 2026

### **Qualifications**

- Love for Jesus.
- Love for nature and excitement about being outdoors.
- Associate degree required; preferably in the field of education
- Minimum of three years' experience working with children.
- Team-oriented with a collaborative approach to working with colleagues and parents while also able to work independently.
- Ability to be flexible, open-minded, 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 implementing the provided curriculum for the major subject areas.
- Help maintain a safe and developmentally appropriate indoor classroom and outdoor environment that promotes learning and encourages the physical, social-emotional, spiritual, and academic growth of each student.
- Assist the lead teacher with implementing the provided curriculum for the major subject areas.
- Prepare classroom and instructional 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.
- Oversee students during regular class times, lead teacher planning periods, lunch, snack, vespers, art/music and on field trips.
- Collaborate with lead teacher to recognize identify student issues and recommend solutions.
- Review lessons or provide extra help 1:1 or in small groups as directed by lead teacher.

### 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 the grade level cabin.
- 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 \$13.25/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.

### **To Apply**

Send letters of interest and resumes to [katie@campalbemarle.org](mailto:katie@campalbemarle.org). 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.