



# Ijams Nature Preschool Assistant Teacher Fall 2021

**Department:** Education

**Supervisor:** Leslee Moore, Ijams Nature Preschool Administrator

## **Summary**

Ijams Nature Preschool (INP) provides hands-on, experiential approach to learning that is based on the needs and curiosity of young children. Its mission is to inspire children, families and educators to connect more deeply with the world around them. Through INP research and programs, children and families develop a profound engagement with the natural world, where nature is an integral part of children's daily learning. All of the above is to be done with a focus on safety, customer service and effective educational methods in a supportive environment.

This is a part-time, exempt position starting on August 2, 2021, and continuing through July 29, 2022. Employee may be required to start one week prior to the date above if training is needed. Shift hours are Monday-Thursday 8:30 a.m. -12 p.m. and Friday 8:30 a.m.-6 p.m. The employee will work throughout the 2021-22 school year as well as the 2022 Preschool Summer Camp.

Salary is competitive, based on qualifications and experience.

## **Essential Duties and Responsibilities**

### Teaching/Assisting

- Assist Lead Teacher in daily curriculum activities
- Focus on outdoor exploration and nature-based learning
- Encourage and guide children's academic progress
- Maintain records of student progress
- Assist with guided hikes at Ijams Nature Center, outdoor unstructured free play and outdoor classroom lessons

### Classroom Setup

- Prepare and maintain preschool materials
- Arrange and organize classroom per Lead Teachers' requirements
- Organize and straighten materials on shelves
- Photocopy materials
- Clean indoor classroom, outdoor classroom and bathrooms

### Maintaining Proper Learning Environment

- Assist Lead Teachers in directing children's activities
- Model appropriate behavior
- Encourage independence and self-esteem
- Assist in correcting inappropriate behavior
- Ensure safety of students
- Assist students with snacks, lunch and nap
- Supervise playground activities
- Maintain tidy, clean and organized storage areas and common staff areas, such as bathrooms, staff kitchen and office

### School Administration

- Assist Lead Teachers with student attendance, progress reports, weekly newsletters and other clerical duties

The Assistant Teacher will perform other duties as deemed necessary by the INP Administrator.

## **Qualifications**

- Experience in a preschool setting, especially with programs that spend a great deal of time outside
- Willingness to be outside most of the day, during all weather conditions
- Strong customer service skills
- Attention to detail
- Willingness to multi-task and work under pressure
- Ability to work without supervision
- Experience working with Microsoft Office, PowerPoint and Excel
- Must be at least 18 years old
- Must be able to clear a state-required detailed background check

## **Additional Desired Qualifications**

- Bachelor's degree in Early Childhood Education, or Wildlife, Biology or other resource management program
- Ability to be creative, supportive and enthusiastic with children
- Knowledge of Montessori and Waldorf education principles
- Experience teaching art, music or drama to children

## **About Ijams Nature Center**

Ijams Nature Center is a nonprofit learning center and preserve located on the southern banks of the Tennessee River near Knoxville's urban center. Its mission is to encourage stewardship of the natural world by providing an urban greenspace for people to learn about and enjoy the outdoors through engaging experiences. Ijams Nature Center manages 315+ acres of land with more than 12 miles of trails, a large visitor center, Mead's Quarry lake, mountain biking trails, river access, gardens and much more. People of all ages attend educational programs at Ijams Nature Center. These programs include school field trips, family programs, summer camps and adult workshops. Ijams Nature Center partners with Knox County and the City of Knoxville as well as with multiple agencies to provide outstanding educational offerings. Visit the Ijams website at <https://ijams.org> for current program information.

## **Equal Employment Opportunity**

Ijams Nature Center is an equal rights employer committed to diversity in staff, Board of Directors, volunteers, visitors and program participants without discrimination on the basis of race, religion, color, national origin, gender, sexual orientation, age or disability.

## **Application Instructions**

Email a cover letter, resume, and a list of three references to Leslee Moore, INP Administrator at [preschool@ijams.org](mailto:preschool@ijams.org) Deadline to apply: COB Thursday May 27, 2021. Note: Interviewing will begin ASAP and this position may be filled prior to this deadline if an exceptional candidate is found.