

LAKE SUPERIOR ZOOLOGICAL SOCIETY
EMPLOYMENT JOB DESCRIPTION

Title: Preschool Assistant Teacher	Exempt/Non-Exempt: Non-Exempt
Supervisor: Preschool Director	Employment Type: Part-time
Revised: July 2021	Hours: Day Shift
Hiring Wage: \$10.15 - \$13.00/hr DOQ	

Principal Function: This position is an assistant teaching and caregiving position for the Lake Superior Zoo School program, a nature preschool at the Lake Superior Zoo. Classes are mixed-age groups of children ages 33 months-5 years old who attend between the hours of 7:30 am and 5:30 pm. Equipped with growing knowledge in early childhood development or a related field and the ability to inspire children to connect with nature through play and exploration, the Assistant Teacher fosters positive relationships with children, parents, and staff to benefit whole-child growth. Together with the teaching team, this position assists in planning, implementing, and documenting learning; maintaining safety and regulation standards; and participating in nature-based activities with the children in all safe weather conditions. Assistants are organized, responsible, joyful, energetic, flexible, child-focused, safety-conscious, and enjoy being outdoors year-round for the majority of the day. Regular working hours, typically 15-30 hours per week, are scheduled Monday-Friday. Some weekends and evenings may be required for family events and staff meetings. This is a part time, non-exempt position without benefits.

Principal Duties:

Teaching and Curriculum:

- Assist in facilitation of developmentally appropriate nature-based preschool programming.
- Incorporate project-based learning in an emergent curriculum that follows National Association for Educators of Young Children (NAEYC) and North American Association for Environmental Education (NAAEE) Guidelines.
- Assist in planning learning opportunities based on child interests, including outdoor activities, play, art, music, dance and drama, language, math, science, technology, social/emotional, gross and fine motor.
- Help young children with self-help skills in dressing, grooming, bathroom activities, etc.
- Assist in preparing environments and materials to support learning opportunities.
- Assist in conducting formative assessments and maintain child portfolios.

Relationships:

- Sustain a welcoming, peaceful and joyful classroom family atmosphere.
- Assist in developing children's emotional, social, and behavioral skills through connection with nature, positive guidance, conflict resolution strategies, and mindfulness approaches.
- Sustain a culturally responsive inclusive environment for children and their families.

Physical Environment:

- Assure children's physical and emotional safety, including following procedures in medication administration, allergy management, and authorized release.
- Assist in maintaining a clean, healthy, safe outdoor and indoor environment. Ensure accurate and timely documentation of compliance logs.
- Respond to emergencies in a calm and responsible manner.
- Communicate concerns about the learning environment or children to the Preschool Teacher and/or Director.

Families:

- Involve families in their children's educational growth and encourage families to fully participate in the program.
- Positively communicate child progress with family members and other teaching staff.

Administration and Operations:

- Collaborate with parents, guardians, education staff, and other zoo departments.
- Maintain compliance with all relevant governmental, company, and departmental rules and regulations.

**LAKE SUPERIOR ZOOLOGICAL SOCIETY
EMPLOYMENT JOB DESCRIPTION**

Qualifications:

Education & Experience:

- High school diploma or GED required.
- Valid CDA or 12 college credits in Early Childhood Education (ECE), Child Development (CD), Elementary Education (ELED), Early Childhood Special Education (ECSPED), or enrolled in a program that will lead to these qualifications or higher.
- Experience in nature-based programming and demonstrated interest in conservation and environmental education preferred.

Skill and Ability Requirements:

- Knowledge of basic biologic, ecologic, geologic, natural historic concepts preferred.
- Must demonstrate strong emotional intelligence, including empathy and listening skillset.
- Must demonstrate working knowledge of hazards and risk assessment as related to the environments of young children.
- Must be flexible and willing to assist with a variety of teaching and administrative duties.
- Must be able to create a culturally responsive inclusive environment for children and their families.
- Must be able to communicate positively and effectively in English, orally and in writing. Communication in another language a plus.
- Must demonstrate computer literacy, including use of Microsoft Office Suite and email.

Other:

- Pediatric CPR/first aid certification required, or the ability to receive certification within 2 weeks of employment.
- Successful background check required.
- Must have reliable transportation.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions in all seasons. The noise level in the work environment is usually moderate but can be higher than moderate based on the number of class participants, and visitors at the zoo.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee is required to safely navigate a variety of surfaces, walk long distances, regularly stand for extended periods of time, sit, and occasionally stoop, kneel, bend, crouch, crawl, and climb. The employee must occasionally lift, move, and carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Close vision is required for administrative tasks and childcare. Distance vision is necessary for adequate class control and assessing safety of surroundings.