



Dahlem

Jackson's Nature Place

7117 South Jackson Rd

Jackson, MI 49201

517-782-3453

www.dahlemcenter.org

Teacher Assistant for Little Acorns Nature Preschool

Job Description

Overview: The Dahlem Conservancy is an independent, nonprofit 501(C)(3) organization. Dahlem was founded in 1976 and is proud of its nearly 50 years of connecting people with nature and providing quality environmental education. Dahlem's mission is to provide environmental education and outdoor experiences to the residents of south central Michigan. The Dahlem Center serves as an outdoor laboratory for school and group field trips as well as providing over 100 public programs each year. Little Acorns Science and Nature Preschool started in 2013 and is part of our quality environmental education program offerings. The Science and Nature Preschool has provided a solid educational foundation for children ages 3 to 4 by instilling a lifelong love for the natural environment.

Job Type: Part-time (Approximately 32 hours/week)

Salary: \$16.50 per hour depending on degree and experience

Schedule: Monday-Thursday, 8:00 am - 4:00 pm

Assist the Lead Teacher with the following duties:

40% - Teaching and fostering student's development

- Promoting fine and gross motor skills, literacy, math, and science principles through daily interactions and developmentally appropriate planned activities with children
- Participate in daily walks and outdoor excursions with students
- Follow Lesson Plans written by the Lead Teacher

40% - Guiding children in the classroom

- Providing a structured, nurturing, safe environment for children to learn and grow
- Follow daily lesson plans written by the Lead Teacher.
- Using conscious discipline strategies to diffuse conflicts between students and in teaching social-emotional skills

15% Classroom maintenance

- Prepping daily snacks
- Assist in maintaining classroom organization and cleanliness
- Regular sanitization of classroom materials

5% Family and community partnerships

- Encourage parent involvement and engagement in and outside the classroom
- Maintaining confidentiality of students and families as laid out in the staff handbook

Additional responsibilities include:

- Maintaining professional development requirements as required by Licensing and Regulatory Affairs.

Preferred Education/Experience:

- Bachelor Degree in Early Childhood Education or in a child related field.
- Associate Degree in Early Childhood Education or Child Development, 18 semester hours in Early Childhood Education or Development and 480 hours experience.
- Successful management experience of a licensed preschool and/or 2 semester hours in childcare administration from an accredited university or 3 CEUs in child care administration
- Knowledge of or aptitude/enthusiasm for learning basic natural history/ecology concepts
- Ability to be a creative and flexible team player
- Experience in and comfort in nature
- Planning, organizing, and business skills

Other skills and abilities: Verbal, written and interpersonal communication skills. Will submit to be electronically fingerprinted, and must pass all background checks mandated by the state. Must possess or obtain up to date First Aid, CPR, and BBP certifications.

Physical demands: This position requires the following physical activities: pushing, pulling, climbing, bending, squatting, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity all in ice, snow, and/or mud. The work is performed indoors in a classroom environment and outdoors in the Dahlem nature preserve.

Equipment operated: computer, telephone, copier, laminator and other equipment normally found in an office environment.

These job responsibilities represent only the essential and most significant duties of the position. This job description does not exclude other work assignments, directives, and responsibilities not mentioned herein.

How to apply

Send your cover letter, resume, and three professional references via email to hschauer@dahlemcenter.org, or by mail to:

Dahlem Conservancy
7117 South Jackson Road
Jackson, MI 49201

We will begin scheduling interviews the week of June 12.