Nature Preschool Assistant Director

JOB DESCRIPTION

Definition
The Nature Preschool Assistant Director is responsible for supporting the Nature Preschool Director in the oversight and management of the ENC Nature Preschool. This position is responsible for scheduling, managing and supporting all teaching staff with quality practice components of curriculum development, child and classroom environment assessments, teacher training, and professional development. The Assistant Director will support and assume position responsibilities of Director when the Director is off campus. The Assistant Director will guide and support teaching staff in supporting a nature-based program that encourages students’ awareness, understanding, appreciation and protection of the environment, and fosters empathy and kindness towards others and all living things. The Nature Preschool goal is to build a strong learning foundation through hands on sensory experiences, intentional and meaningful curriculum activities, and skill building in all areas of child development.

Supervision
The Nature Preschool Assistant Director reports to the Nature Preschool Director.

Essential Responsibilities
1. Maintain and support quality safety, supervision and program components of the ENC Nature Preschool.
2. Assist with classroom enrollments, registration fees, tuition, child files, and communications with families.
3. Assist with maintaining licensing regulations and procedures, and filing appropriate reports with County of Orange Heath Agency and California Department of Social Services-Community Care Licensing Division as required.
4. Meet and greet families and children daily at arrival and departure times.
5. Ensure the supervision, safety and well-being of children and classroom teaching staff daily including moving staff with children as they change locations throughout the day.
6. Supervise and support Nature Preschool teaching staff in developing and implementing a rich and innovative nature-based curriculum.
7. Support, guide, and train staff in utilizing various assessment tools of observation, documentation, writing, letters, data collection, work samples, photos, videos and other methods to assess children’s developmental skills and progress both individually through portfolio collection and with classroom curriculum plans and evaluation.
8. Collect and maintain assessment completion timeline and compile records and classroom data of preschool children for review with teachers and Director.
9. Assist preschool classroom teams and Enrollment and Inclusion Specialist with using assessment information to set individual children and classroom goals.
10. Assist teaching staff, Enrollment and Inclusion Specialist, and Director with family conferences.
11. Assist Director with preschool tours and information sessions.
12. Support teaching staff in beginning each preschool day in nature and spending 70-80% of time outside in nature.
14. Train classroom staff to utilize tools of observation, documentation, provocation, discussion and planning daily for classroom and individual children’s goals.
15. Develop learning provocations with classroom teaching staff based on implementing a creative, emergent, nature based curriculum that meets childrens individual interests and needs as well as the classroom community of learners.
16. Provide and track assessment and questionnaire tools for each child and for the classroom group twice a year to see how the classroom learning community is meeting all the children’s developmental needs, skills and foundations of learning measurements.
17. Effectively communicate, plan, and evaluate children’s progress with co-teachers and families about children’s development, skills, goals for building strengths, and developmental tracking through portfolio collection work and assessment tools.
18. Assist Director with yearly Family Survey process for all enrolled families.
19. Set professional goals each year and evaluate goals, professional growth, lead teaching responsibilities and performance with Director.
20. Participate in a minimum of 21 hours of profession development each year with onsite training and community workshops, seminars and conferences.
21. Lead and participate in weekly staff planning meetings for classroom and preschool.
22. Supervise, guide, and assess classroom staff bi-yearly with goal setting and goal reflection evaluations.
23. Maintain positive communication with all program participants, volunteers and visitors.
25. Organize and maintain administration environment, equipment and supplies.
26. Notify Director of needed supplies.
27. Arrive when scheduled to prepare and set-up administrative duties.
28. Follow health and safety standards, and practices of required state regulatory agencies.
29. Responsible for notifying the Director of any safety hazards in all learning environments.
30. Accommodate schedule changes and cover staff when needed (this includes anything from teaching in classrooms to working the front office).
31. Participation in ENC Nature Preschool and ENC special events occasionally in the evenings and for mandatory special events (i.e. Family Literacy Night, Family Campouts, Fall Faire, Spring Faire, Taste of Twilight, Summer Soiree).
32. Additional duties as assigned.
Qualifications & Skills

1. Commitment to the mission, vision, and core values of the ENC.
2. Create and maintain strong cooperative relationships and work cohesively with classroom team, other preschool staff, ENC staff, and volunteers.
3. Demonstrate flexibility with scheduling, curriculum planning and thinking.
4. Knowledge of California Department of Social Services-Community Care Licensing Division, Title 22 regulations.
5. Ability or willingness to handle a variety of animals including amphibians, mammals, arthropods, and reptiles.
6. Ability to gather, memorize and recall facts, figures, and information.
7. Ability to move up to fifty pounds and set up equipment.
8. Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment.
9. Ability to make independent decisions and respond to immediate needs of children, emergency situations, and program needs.
10. Ability to work outside in a variety of weather conditions and temperatures.
11. Regular, reliable and punctual attendance is essential because of quality continuity.
12. Ability to interact positively and successfully with supervisors, staff, teachers, families, and children.
13. Fingerprinting will be required.
14. Computer (Macintosh and Microsoft Office) experience required or willingness to learn.
15. Communicate effectively in the English language, in both oral and written forms.
16. Understand and carry out oral and written instructions in an independent manner.
17. Understand and apply pertinent personnel policies, laws, rules, and regulations.

Education, Training, and Experience Requirements

1. Bachelor’s degree from a four-year college or university with major course work in early childhood or child development education is desired. Administrative units (3) required.
2. Minimum of 24 units of Early Childhood Education or related field.
3. Health, Safety and Nutrition class (3 units) desired.
4. Possession of Child Development Permit-Site Supervisor level or higher. (Maintain active Child Development permit status while employed).
5. Five years of experience working in the early childhood in preschool type setting, administrative experience desired.
6. Demonstrated understanding of principles of early childhood development, preschool operations and staff supervision.
7. Outdoor Classroom Specialist Training Level 1 required. (Level 2 training desired)
8. Excellent interpersonal skills: the ability to interact and work effectively and cooperatively with children, families and co-workers.
9. Demonstrate an understanding, patient, receptive, and positive attitude toward children, their families and co-workers.
10. Current CPR and First Aid Certificates.