Ijams Nature Center
Knoxville, Tennessee
Position Description: Lead Primary Teacher

Released: February 26, 2020
Application Deadline: March 27, 2020

Lead Primary Teacher Job Announcement

Ijams Nature Preschool is seeking a Lead Primary Teacher for our new full time classroom for the upcoming school year, starting Aug 2020. We are looking for an enthusiastic individual with a solid foundation in early childhood education, nature-based curriculums, strong, positive leadership abilities and a deep commitment to children and families.

Founded in 2018, Ijams Nature Preschool is now offering a new full time class starting in August of 2020. The full time class will be held in the Miller building in close proximity to the main visitor center at Ijams Nature Center. The full time class will have the same calendar year as Knox County school year from August thru mid-May. School hours will be from arrival at 9am thru dismissal at 3:30pm. Lead Teacher and assistant hours will be from 8-4:30 M-F with a paid lunch break, planning time, and school holidays. The Lead Teacher may also be required to work the Nature Preschool summer camp in June and July each summer. The classroom size will be 22 students ages ranging from 3-6 years old.

Requirements for the Lead Nature School Teacher position will be at least 3-5 years experience as a lead teacher in a primary classroom, experience leading nature based programs and/or Montessori primary certification. A BA in early childhood education is preferred, but not required.

Compensation/Benefits
Salary is commensurate with qualifications and experience. Excellent health and dental insurance, paid vacation, sick leave and holidays, and a 403(b) retirement fund match.

Ijams Nature Preschool and Nature Center is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

Qualifications
A Lead Nature Preschool Teacher at Ijams Nature Preschool must have 3-5 years experience with Early Childhood Education in a preschool classroom as a Lead Teacher or 3-5 years experience in a Nature Preschool or Montessori Primary classroom as a Lead Teacher and a BA in Early Childhood Education and experience/interest in a nature/outdoor classroom is preferred.
but not required. Individual initiative and ability/experience to work effectively as part of a team also required.

**Responsibilities**

The Lead Nature Preschool Teacher works as part of a team with the Preschool Assistants, Ijams Nature Preschool Administrator and Ijams Nature Center Staff to foster the social, emotional, environmental and academic development of students at our school. The Lead teacher may also be required to supervise, coordinate and/or teach at least one month of the Nature Preschool Summer Camp at Ijams Nature Center during June and July each summer.

To achieve these goals, the Lead Nature Preschool Teacher performs work in the areas of planning, coordination, and supervision, teaching, classroom setup, maintaining a proper learning environment, communicating with parents, evaluating prospective students, and collaborative school administration.

The Lead Nature Preschool Teacher, the Administrator and Assistants in class work collaboratively, but in the event of conflicting classroom management, the Lead Teacher makes the final decision. The Lead Nature Preschool Teacher reports to the Administrator, but operates with a great deal of autonomy.

**Planning, Supervision, and Coordination**

- Plan curriculum to meet class needs and state school requirements for kindergarten
- Plan and coordinate classroom activities and schedules
- Supervise assistants in the classroom
- Coordinate carline arrival and dismissal

**Teaching**

- Administer individual and group lessons
- Encourage and guide children’s academic progress.
- Maintain records of student progress
- Organize and lead guided hikes at Ijams Nature Center, outdoor unstructured free play, and outdoor classroom lessons

**Classroom Setup**

- Create and maintain materials
- Purchase materials
- Arrange and organize classroom
- Organize materials on shelves
- Straighten materials on shelves
- Photocopy materials
- Clean classroom

**Maintaining Proper Learning Environment**

- Direct children’s activities
- Model appropriate behavior
- Encourage independence and self-esteem
- Correct inappropriate behavior
- Ensure safety of students
- Handle emergencies
- 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.
- Maintain records and requirements for Department of Human Services licensing

**Communicating with Parents**
- Establish and maintain good communications with parents through informal contacts, weekly notes, telephone contacts, e-mail, etc.
- Schedule and lead formal and informal parent-teacher conferences, involving assistants as appropriate.

**Evaluating Prospective Students**
- Interview and evaluate prospective students/parents

**School Administration**
- Attend monthly or weekly staff meetings
- Attend Ijams Nature Center staff meetings as needed
- Attend required training and professional development programs.
- Maintain personal certifications required by licensing, such as First Aid and CPR.

Perform other duties as needed.

This position will start in August 2020, but may require some hourly work to prepare for school year before August.

**To Apply**
Send resume, cover letter and three references (will not be contacted without notice) to

Leslee Moore, Ijams Nature Preschool Administrator
preschool@ijams.org

Application deadline is March 27, 2020.

*Ijams Nature Center is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation or sexual identity, age, national origin, height, weight, handicap or disability, veteran status or any other status or condition protected by applicable state or federal laws. In compliance with the Americans with Disabilities Act, Ijams Nature Center will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*