



**Job Description:
Nature Preschool Director/Lead Teacher**

The Schuylkill Center for Environmental Education, a leading environmental education provider for the Philadelphia region, seeks a passionate and energetic early childhood educator to provide leadership and direction for the Schuylkill Center's new Nature Preschool. The ideal candidate will have a background that includes prior preschool management experience, staff supervision, community building and delivering programs that engage young children in meaningful, innovative, whole-child learning experiences in nature.

This mid-level leadership position is full-time salaried with a full range of benefits, including vacation, health, dental, vision and retirement; position reports to the Director of Education.

Primary Responsibilities:

Planning and Directing

- Develop & implement the pilot preschool program and oversee all day-to-day activities, including:
 - Designing developmentally appropriate nature-based preschool curriculum guided by the mission, principles, and practices for early childhood learning at SCEE and supported by NAAEE and NAEYC Standards for Early Childhood Education
 - Forming and leading a parent advisory committee
 - Designing policies, forms, and procedures
 - Designing and setting up the classroom space
 - Obtaining licensing from PA Department of Public Welfare
 - Managing yearly budgets from the preschool
 - Assisting development staff with fundraising
 - Working with marketing & development staff to promote the preschool and other early childhood programs
 - Obtaining NAEYC accreditation

Teaching and Evaluating

- Serve as Group Supervisor/Lead Teacher for all children enrolled in SCEE's nature preschool
- Teach toddlers, parents, and preschoolers in other SCEE early childhood programs, including summer camp
- Assess programs based on current research and developmentally appropriate practices
- Improve and expand the selection of programs and experiences for young children and their families (i.e., self-led opportunities, exhibits, site features and playscapes, programs, and special-event activities)
- Assure compliance with all relevant governmental regulations. Be aware of, and responsive to, non-regulated best practices within the early childhood profession

- Lead professional development workshops for Early Childhood Educators

Supervising

- Hire, train, direct, schedule, supervise, and evaluate an Assistant Group Supervisor/Preschool Educator.
- Hire, train, direct, schedule, supervise, and evaluate volunteers with assistance from the Preschool Educator
- Develop student teaching opportunities and internships for early childhood nature education

Creating Community

- Ensure that parents are informed and involved with their children's experiences and progress at SCEE. Plan and facilitate parent and volunteer involvement in programs
- Develop relationships with other preschools, Head Start, community and professional organizations, colleges, and funders to increase opportunities for young children and families to connect to nature
- Promote the importance of early childhood nature education to parents, caregivers, teachers, funders, elected officials, etc. through workshops, seminars, magazine articles, and interviews
- Participate in SCEE staff meetings and special events as appropriate to ensure connection with the rest of the staff and members

Education/Experience:

- Bachelors Degree or higher in Early Childhood Education (Master's preferred)
- Minimum of 3 years of management experience at a licensed preschool
- Minimum five years of experience teaching children ages three to five, preferably in programs using an emergent curriculum, such as Reggio Emilia
- Experience supervising staff and volunteers
- Aptitude/comfort with learning basic natural history/ecology concepts
- Exceptional verbal, written, and interpersonal skills; ability to be a creative and flexible team player
- Experience in and comfort taking children into nature
- Outstanding planning, organizing, and management skills
- Familiarity with NAAEE Early Childhood standards as well as state and national best practices for early childhood

Other Skills and Abilities: Good written and oral communication skills. Good customer service skills. Must pass a background check and remain current on First Aid/CPR.

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.

Salary Range: \$30,000-\$35,000; commensurate with experience

To Apply: Send resume, cover letter and three letters of recommendation to: Gail Farmer, Director of Education; The Schuylkill Center for Environmental Education; 8480 Hagys Mill Rd, Philadelphia, PA 19128; gail@schuylkillcenter.org; email preferred.

Application Closing Date: January 15, 2013.

The Schuylkill Center for Environmental Education is an equal opportunity employer.