Minneapolis Nature Preschool Teacher job description

TEACHER
Prek-12
Minimum qualifications: Must be at least 18 years of age, have a B.A. or B.S. and teaching experience in Early Childhood Education or related field. All candidates must pass a criminal background check and be free from any history of substantiated child abuse or neglect. Must be able to lift 50 pounds and be able to physically perform the duties of a Lead Teacher.

I. Minneapolis Nature Preschool Responsibilities
   A. Meet the individual needs of children
      1. Identify and accommodate the social, emotional, physical and cognitive needs of children in your class:
         a. Observe children and establish your own record keeping system
         b. Establish long and short term goals for individual children in each developmental domain – work with parents/guardians to develop individual goals during fall conferences
         c. Document group and individual goals
         d. Communicate goals to parents/guardians through written summaries after fall conference
         e. Prepare a written summary of children's developmental progress with updated goals for spring conferences
      2. Respond appropriately to the needs, interests and developmental level of children through:
         a. Program planning
         b. Environmental structuring
         c. Adult/child interactions
         d. Weather awareness and field preparedness, including an assessment of clothing/gear prior to each school day.
         e. Ensuring safety of all children at all times.
      3. Set positive and appropriate limits and be consistent, humane, positive and effective in implementing them (see Behavior Guidance Policy in MNP Staff Handbook).
      4. Identify special needs and make appropriate referrals.
         a. Discuss with the director concerns and proposed actions you wish to take.
         b. Document all discussions and actions taken.
         c. Work collaboratively with ECSE, Washburn Center, etc to support the child and family in the process of identifying and supporting special needs.

   B. Plan, implement, and evaluate curriculum

      1. Plan developmentally appropriate activities to meet individual and group goals:
         a. Maintain a daily schedule

b. Facilitate emergent learning shaped by children's interests, current events and the changing natural world.
c. Instruct children in risk assessment.
d. Share documentation of lesson plans with staff (minimum bi-weekly)
e. Plan activities which reflect a variety of curricular areas and materials
f. Participate in self-evaluation both formative and summative

C. Facilitate a mutually supportive relationship with parents/guardians

1. Keep parents/guardians informed of group goals and activities
   a. Post daily schedule
   b. Daily contact (or as often as parent/guardian comes) is desirable
   c. Written, photographed, and verbal connections are encouraged. Document these communications for child's file and copy director when appropriate.

   Note: Proof-reading by fellow staff members for correspondence with parents/guardians is recommended prior to sending.
2. Establish long and short term goals for individual children
   a. Conduct a beginning year visit with each child and family - document date and participants and place in child's file.
   b. Conduct a minimum of two parent/guardian conferences; one during fall and one in spring to discuss individual needs and strategies for meeting them. A summary of individual goals agreed upon during fall conference should be given to parents/guardians.
   c. Written developmental summary and individual goals are to be given to parent/guardian at time of spring conference.
   d. Offer, or respond to, parent/guardian requests for additional conference, if needed
3. Attend at least two school activities
4. Attend evening programs and help with set-up and clean-up
5. Coordinate parent/guardian involvement in your classroom

D. Foster a positive relationship between the Minneapolis Nature Preschool and Minneapolis Public Schools, specifically Bryn Mawr Elementary (BME) and Anwatin Middle School, as well the surrounding neighborhood, Minneapolis Parks, and the greater community.
   1. Display classroom work for school to see.
   2. Introduce children to staff, children and neighbors in the forest.
   3. Discuss School Forest ideas with the Director.
   4. Rotate responsibilities for attending BME meetings as needed (Currently a director responsibility).

D. Foster a positive relationship with external support people:
   1. Attend IEP meetings, when possible (i.e. MPS ECSE, Washburn Center)
   2. Provide interviews, when possible (i.e. University St. Thomas Students)
   3. Introduce all visiting personnel to children and adults, i.e., make them feel welcome & model for children how to introduce new faces.
   4. Facilitate communication among all staff working with external personnel.

E. Foster a positive school community
    1. Work with other teachers to create and maintain a classroom and school atmosphere conducive to healthy development of children and mutually supportive staff relationships.
        a. Daily clean-up--includes returning all materials, in original condition, to appropriate shelves or storage areas; washing tables, paint brushes, sponges, etc.; wiping up spills; removing art products and teacher's materials to storage areas and cleaning up projects
        b. Ongoing care of equipment and informing the director of needed repairs and supply needs.
        c. Snack clean up duty is shared and scheduled among all classes
        d. Care of gardens, new trees, and out-door play areas is shared
        e. All school purchased materials are for everyone's use and do not belong to a specific teacher – modeling cooperation and teamwork should take precedence over a particular activity
    2. Participate in end of session clean-up
        a. Classroom responsibilities
            i. Tables, chairs, cubbies, easels and housekeeping equipment are washed
            ii. All toys and equipment are returned to storage areas, as appropriate
            iii. Furniture is on top of tables so that floors can be washed and waxed
            iv. Snack cart and wagons are washed
            v. Staff share responsibility for washing play clothes, drop cloths and other laundry items
        b. Communal responsibility-- Room118 (laundry), courtyards, outside sheds and hallways
        c. Each staff member is responsible for 1-5 additional days at the end of each session
    3. Prepare for and participate in staff meetings
    4. Participate in open and direct communication with other staff members
        a. Observe other children/teachers upon request and provide constructive feedback
        b. Participate in scheduled individual meetings with director
        c. Collaborate in staff development activities

II. Facilitate a mutually supportive atmosphere among all staff in the Minneapolis Nature Preschool
    1. Participate fully in set-up and clean-up in classroom and in communal areas
    2. Direct concerns or criticisms to the director individually to maintain a collaborative and positive environment.

C. Provide opportunities for reflection and discussion with teachers and provide resource materials when appropriate
    1. Hold daily team meetings (maximum 15 minutes after session concludes)
    2. Have weekly team planning sessions (30 minutes)
    3. Observe and give feedback on a regular basis

*Field refers to any time outside of the physical classroom walls. This could be 100% of the school day for much of the school year.

MNP is an equal opportunity employer. The Minneapolis Nature Preschool does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, hiring, scholarship programs and other school-administered programs.

Employment contracts are designated for one year. While we look forward to a long and collaborative relationship, should an employee decide to accept an MNP job offer, staff will be an at-will employee of the Minneapolis Nature Preschool, which means the employment relationship can be terminated by either party for any reason, at any time, with or without prior notice and with or without cause.