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 Hagy’s 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._