



Part-Time Preschool Teacher Job Description

Title: Preschool Teacher

Reports to: Preschool Director and Assistant Preschool Director

Status: Part-time

Classification: Non-exempt

Term: School year (mid-August through May) - with opportunities for summer employment

Position Summary:

Hartley Nature Preschool teachers work as a team to fulfill the nature center's mission of inspiring life-long connections with nature through education, play, and exploration while supporting the whole child's development and preparing children for school. Teaching teams are crafted so that staff members provide a balance of early childhood and environmental education and complement each other in their abilities.

Hartley Nature Center:

Hartley Nature Preschool (HNP) is a program of Hartley Nature Center (HNC), a non-profit, environmental learning center located within the 600+ acre city-owned Hartley Park in Duluth, MN. Governed by a board of directors, HNC has a talented and dynamic staff of full and part-time educators and administrative support staff. HNC provides environmental education programs for thousands of children and adults each year. A 5200 sq. ft. building expansion is due to be completed in June and will allow Hartley programming to expand.

Hartley Nature Preschool:

Hartley Nature Preschool is open September-May with both full day and half day sessions for children ages 3-5. Much of each session is spent playing and learning outdoors in Hartley Park in all weather. Class size is 14-16 children with two teachers. Children attend mornings or afternoons two to three half days a week. The daily schedule generally includes outdoor drop off and free play time, circle time, snack, and concludes with additional outdoor free play time. Based on the weather conditions, half day classes may be outdoors 100% of the time or may have some time indoors.

Duties and Responsibilities

Teachers work as teammates to:

- Develop and deliver programming including long-range planning and well-prepared daily activities with special attention to nature education and based on current best practices in early childhood education
- Develop and maintain relationships with families including creating a welcoming family environment and effectively communicating with families individually and in groups through emails, in-person meetings, parent/teacher conferences, and social events
- Assure compliance with all MN Rule 3 licensing requirements
- Continuously assess and manage health and safety risks indoors and outside
- Track the development of individual children, assess needs, and plan based on those needs
- Teach problem solving, conflict resolution, and social skills to children
- Maintain attractive, functional, appropriate indoor and outdoor learning environments

Teachers individually:

- Welcome, supervise, and mentor other adults in the classroom including educational assistants, interns, practicum students, student teachers, Americorps members, visiting researchers and college students, and volunteers
- Play an active role in the operation of the preschool through weekly or bi-weekly planning and training meetings, events, and in-service training
- Develop, implement, and assist with preschool and nature center family and special events as needed, including on occasional evenings and weekends
- Commit to meeting all Parent Aware requirements for target rating level and to assisting with the Parent Aware rating process at the direction of the Preschool Director
- Take part in professional development opportunities as appropriate
- Other duties and tasks may be assigned as required. Supervisors can modify, change or add to the duties of this description at any time without notice

Preferred Skills:

- Undergraduate degree and/or Master's Degree in related field

Essential Qualifications and Requirements:

- Qualifies as a [lead teacher](#) or [assistant teacher](#) as per MN Rule 3
- Experience teaching preschool-aged children
- Experience or education in environmental education or commitment to learning about early childhood environmental education
- Proficient in using Google, including Gmail, Google Docs, and Google Drive
- Current certification in Pediatric First Aid and CPR, or willingness to pursue certification
- Must be up to date with COVID-19 vaccination, including booster doses. Proof of vaccination required.
- Must pass and maintain all required background checks

Essential Skills & Abilities:

- Ensure the needs of all children are met indoors and outdoors in all seasons
- Ability to communicate and collaborate with families, teaching partners, and the larger Hartley team
- Ability to work independently and to manage time effectively
- Regular attendance, reliability, and punctuality
- Demonstrate a positive and flexible attitude towards co-workers, children, parents, and visitors
- Ability to use technology to communicate with families and staff and to document and communicate children's learning and development. HNP uses the Teaching Strategies Gold online assessment tool
- Solution-oriented mindset when faced with challenges
- Willingness to support a continuous effort to build and sustain a diverse and welcoming working and learning environment for all Hartley participants, staff, families, and visitors
- Participate in and/or provide support for seasonal special events, family, and public programs (which may occur on occasional evenings and weekends)

Work Environment and Physical Demands:

- Active participation with children up to 8 hours per day indoors and outdoors, in all weather conditions, on difficult and varied terrain
- Must be able to occasionally lift up to 50 pounds

Hours and Benefits:

- *Status:* At-will, part-time, non-exempt
- *Term:* School year (mid-August through May) - with opportunities for summer employment
- *Title and Compensation:* Job title based on qualifications and experience as per Rule 3 requirements for Lead and Assistant Teachers, \$15-17/hour.
- *Hours:* Approximately 27 hours/week during preschool year September 6, 2022-June 1, 2023. Up to 40 hours per week required during staff training August 15-September 2, 2022.

- Teaching/prep Monday and Wednesday from 8-4:45 and Friday from 8-12, staff meetings/trainings every other Friday from 1-4pm
- Additional hours available at the same pay rate for substitute teaching, teaching school field trips, and teaching school break and summer camps.
- *Benefits:* Paid vacation and sick time; flexible summer and school break work opportunities; priority registration for preschool and camp programs; discounts on preschool and camp programs
- *Reports to:* Preschool Director and Assistant Director

Hartley is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, creed, sexual orientation/identity/expression, marital status or familial status.