



Substitute Preschool Teacher Job Description

Title: Substitute Preschool Teacher

Reports to: Preschool Director and Assistant Preschool Director

Status: Part-time, Occasional

Classification: Non-exempt

Term: Varies, preschool runs September through May - with opportunities for summer employment through education department programming

Deadline: Ongoing. Open until filled.

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. Substitute teachers support all aspects of the preschool classroom and program as needed on a daily basis.

About Us:

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 5,200 sq. ft. building expansion was completed in the fall of 2022 and allowed all areas of Hartley programming to expand. Hartley Nature Preschool opened in September 2014 with 62 children enrolled in 4 class sessions. In September 2024, HNP is expected to enroll approximately 100 children across 8 class sessions. HNP is open September-May with both full day and half day sessions for children ages 3-5. Class size is 15-16 children with two teachers. Much of each session is spent playing and learning outdoors in Hartley Park with a focus on child-led free play in and with nature.

Duties and Responsibilities

Substitute teachers work with other preschool staff to:

- Assure compliance with [MN Rule 3 licensing requirements](#)
- Continuously assess and manage health and safety risks indoors and outside, including assessing and managing for weather conditions, age-appropriate risky play, etc
- Deliver programming as part of the daily preschool routine at the direction of other HNP staff
- Create a welcoming, joyful, safe, caring, and inclusive indoor/outdoor preschool environment for all
- Compassionately meet the developmentally appropriate needs of all 3-5 year old children. This includes helping children with toileting, wiping noses, dressing and undressing for toileting and outdoor play, assisting children with snacks and meals, providing rest time, etc
- Effectively communicate with families as needed based on the day's events
- Teach problem solving, conflict resolution, and social skills to children
- Supervise any volunteers or guests in the classroom by sight and sound

Substitute teachers individually:

- Take part in professional development opportunities as required by licensing at the direction of the preschool director
- 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

Essential Qualifications and Requirements:

- Higher education degree or coursework in related field
- Experience teaching young children
- Experience or education in environmental education or commitment to learning about early childhood environmental education
- Current certification in Pediatric First Aid and CPR, or willingness to pursue certification
- Must pass and maintain all required background checks

Essential Skills & Abilities:

- Ability to communicate and collaborate with families, teaching partners, supervisors, outside service providers, and the larger Hartley team
- Ability to work independently and to manage time effectively
- Regular attendance, reliability, and punctuality
- Solution-oriented and strengths-based mindset
- Demonstrate a positive and flexible attitude towards co-workers, children, families, and visitors
- 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

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, occasional, non-exempt
- *Term:* Varies based on start date. Preschool year runs September through May - with opportunities for summer employment at the discretion of the education director
- *Title and Compensation:* \$16/hour
- *Hours:* Varies
- *Reports to:* Preschool Director and Assistant Director

Application Procedure:

Submit the following:

- Cover letter
- Resume
- Unofficial transcript(s) from all higher education institutions
- Names and contact information, including both phone and email address, for three professional references

Email your application to:

Kaitlin Erpestad, Preschool Director

preschool@hartleynature.org

Pronouns: she/her/hers

Hartley Nature Center

3001 Woodland Ave

Duluth, MN 55803

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