ODC Network
POSITION DESCRIPTION

TITLE: Assistant Teacher
REPORTS TO: VP of Early Childhood Education
STATUS: Full/Part Time

Overview: The Outdoor Discovery Preschools are nature-based preschools operated by the ODC Network. Little Hawks Discovery Preschool is located at the Outdoor Discovery Center and Seedlings Discovery Preschool is located at Pillar Church, both in Holland, Michigan. The ODC Network is a nonprofit organization focused on education and conservation throughout West Michigan. The ODC Network's Discovery Preschools provide preschool opportunities for children aged 3-5, building academic skills within a unique natural environment with an emphasis on nature based inquiry and outdoor exploration.

Primary Responsibilities: The Assistant Teacher will work with the Lead Teacher to provide a high-quality, developmentally appropriate nature-based preschool experience for children ages 3-5 who are enrolled. Work actively with ODC Network staff to ensure children have a strong connection to nature.

Teaching and Evaluating: Serve as assistant for assigned preschool classes. Examples of activities include: interacting with students in nature and the classroom setting, engaging students in learning activities, preparing snacks, maintaining a safe learning environment. Partner with Lead Teacher and other assistants in development and planning of age-appropriate learning activities, such as small groups/enrichment activities for individual children and outdoor activities, based on nature-based curriculum and philosophy. Assist Lead Teacher with organization of outdoor and indoor classrooms and learning resources. Facilitate/lead daily small group learning activities. Actively participate in large group activities, nature hikes, and explorations. Complete daily anecdotal note taking.

Supervising: Assist Lead Teacher in supervising and evaluating preschool volunteers.

ODC Network Required Meetings/Events: All staff meetings, staff professional development events, Treats and Trails, Members' Night, Walk in the Woods, Water Festival and Family Nights.

Professional Responsibilities: Maintain educational and training requirements for preschool licensing and quality program assessments.

Supervision/Evaluation: Supervision and evaluation will be provided by VP of Early Childhood Education, Curriculum Director and Lead Teacher.

Education/Experience: Associate degree or higher in early childhood education or child development OR a Child Development Associate (CDA) Credential. Two or more years of experience working with preschool children in a licensed preschool setting desired.

Other Skills and Abilities: Demonstrated interest in young children and early childhood education. Interest in nature and being outdoors. Willingness to spend a significant amount of time outdoors each day, in all types of weather. Demonstrated good character, responsibility and suitability to meet the needs of children. Demonstrated ability to work in a team. Must pass complete Michigan background check, including fingerprinting. Current certification in First Aid/CPR desired, training will be provided if needed.

Physical Demands: This position requires the following physical activities: pushing, pulling, climbing, walking, standing, squatting, stooping, kneeling, twisting, reaching, sitting, lifting, bending, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work/teaching is performed indoors and outdoors.

Equipment Operated: Must be proficient with Microsoft Office applications, Google, and the operation of general office equipment.

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 above.

ODC Network Diversity Policy Statement: The ODC Network is an equal opportunity employer. To read our diversity statement, go to https://outdoordiscovery.org/wp-content/uploads/2020/11/Diversity-Policy-Statement.docx.pdf