



JOB DESCRIPTION

JOB TITLE:	BUSINESS UNIT:	LOCATION:
Summer Preschool Assistant Teacher	Ketcha Outdoors	Scarborough Campus
DEPARTMENT:	JOB TYPE:	FLSA STATUS:
Farm & Forest Preschool	Part Time Seasonal	Non-Exempt
WORK SCHEDULE:	REPORTS TO:	
Tuesday & Thursday, 10:00am-2:00pm Friday, 8:00am-4:30pm	Preschool Director	
PRIMARY INTERNAL CONTACTS:		
Preschool Director, Ketcha Outdoors Leadership Team, Preschool Teachers		
PRIMARY EXTERNAL CONTACTS:		
Campers and their families		

JOB SUMMARY

The Farm & Forest School assistant preschool teacher is responsible for the supervision of students and ensures their safety in our nature-based outdoor preschool program that fosters an intimate connection to the natural world and supports children as they develop cognitively, physically, socially, and emotionally. As a summer assistant teacher, you will be expected to support lead teachers in running activities related to the theme of the week that helps students to develop and strengthen age-appropriate skills and knowledge.

A primary function of this role is to help our preschool aged campers during swim lessons on Tuesday & Thursday. You will arrive early enough to help students transition into their swim gear, swim in the pool/pond with them during the lesson, and transition them out of their swim gear for lunch. You will stay long enough to give the lead teachers break time as the campers take a rest/nap in the afternoon. On Fridays, you will support with all the activities of the day, including the weekly deep clean of the classroom space at the end of the day on Friday.

ESSENTIAL JOB FUNCTIONS:

STUDENT MANAGEMENT	
<ul style="list-style-type: none"> • Constant direct supervision of all students in your care. • Risk management and safety awareness at all times. • Ensuring students daily needs are met (e.g.): sunscreen, bugspray, water, lunch and comfort. • Communicate with all students in a positive and respectful manner. • Addresses behavior issues as trained and intervene when needed to maintain safety. • Incident/Behavior forms are filled out when necessary and situation is communicated to the family, or communicated to the director to handle. • Recognize signs of hypothermia/frostbite/overheating and address them immediately. • All other tasks as assigned. 	
TEACHING	
<ul style="list-style-type: none"> • Respect and observe children's interests. • Enhance and scaffold children's play with language, materials, and activities. • Plan age-appropriate activities to support cognitive, physical, social, and emotional development. • Organize indoor and outdoor spaces daily to keep the environment safe, clean, and accessible for children to use independently. • Acknowledge feelings with sensitivity and model appropriate social behavior. • Teach children how to regulate their body temperatures in varying weather and check-in frequently on children's comfort in the weather. As needed, offer explanations on how to adjust their gear to warm or cool themselves. 	
ESSENTIAL PERSONNEL	
<ul style="list-style-type: none"> • This position belongs to a class of employees referred to as Essential Personnel. Essential personnel are those needed on-site to meet the needs of our campers or general maintenance operations. Essential personnel must report to work during their regularly scheduled hours, unless directed otherwise by a supervisor. 	

JOB QUALIFICATIONS

BACKGROUND	Required	Preferred
Complete Background Check will be conducted including National Sex offender Registry	X	
Fingerprinting based Background Check through the Department of Health & Human Services through Identigo	X	
EDUCATION & EXPERIENCE	Required	Preferred
Must be 18 years of age or older	X	
High School Diploma or GED Certificate	X	
Understanding of early childhood development, the different stages of growth, and an awareness of young children's needs	X	
Completion of New Staff Orientation Training	X	

Mandated Reporter Training (must be updated every 3 years)	X	
First Aid & CPR/AED Certification	X	
Be willing to take Educational Classes & Webinars to maintain required training hours set by the Department of Health & Human Service and Ketcha Outdoors	X	
SKILLS	Required	Preferred
Basic computer literacy skills including word processing and emails		X
Excellent skills in verbal and written communication	X	
KNOWLEDGE	Required	Preferred
Knowledge of Ketcha Outdoors policies and procedures and the ability to ensure proper implementation	X	
Knowledge of natural sciences and outdoor based-education		X
Be familiar with the special needs, medical conditions, dietary concerns, and/or behavioral problems of the campers and act according to directions provided by the Ketcha Leadership Team & Nurse/parent or guardian.	X	
ABILITIES	Required	Preferred
Highly detail oriented, able to work independently, multi-task, enjoy interfacing with other staff at all levels	X	
Experience in varying weather and knowledge on how to keep your body temperature regulated and prepared for rain, snow, ice, and extreme heat	X	
Ability to communicate clearly and effectively to all program participants.	X	
Desire and ability to to employ redirection and positive behavior modification strategies when confronted with challenging behaviors	X	
Ability to ensure safety for yourself and all program participants.	X	
Ability to maintain patience and understanding to all students in our programs.	X	
Able to convey wonder & cheerfulness in all weather	X	
Must be able to spend multiple hours outdoors in all weather(heat, cold, rain, snow), hike up to 2 miles per day keeping pace with children in your care and engage in sustained physical activity throughout the day.	X	
Must be able to hear that children might be out of direct sight-line and have 20:20 vision (with corrective lenses) to provide oversight during outdoor play and activities	X	
Ability to adapt and be flexible with quickly changing environments	X	
PERSONAL ATTRIBUTES	Required	Preferred

Strong commitment to the organization's mission, vision and culture of positive attitude, teamwork and respect.	X	
Passionate about nature based early childhood education	X	
Friendly and approachable to children and families	X	
High degree of personal integrity and professional conduct	X	
High Degree dependability	X	
Strong work ethic and personal integrity displaying initiative and ownership	X	

WORKING CONDITIONS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to be able to work outdoors for long periods of time and in rain, heat or cold. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; run; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. This position is subject to a number of inherent risks associated with preschool, summer camp and equine/farm activities. There is a potential exposure to the dander of animals.

DISCLAIMER

The information contained in this job description is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the knowledge, skills, and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons. Further, this document does not create an employment contract, implied or otherwise, or the expectation of continued employment. Ketcha Outdoors is and will maintain an “at-will” employment relationship with all employees. The employment relationship may be terminated at any time by either party for any reason, or for no reason, with or without cause and with or without notice.

ACKNOWLEDGEMENT

I have reviewed these job requirements and I verify that I can perform the minimum requirements and essential functions of this position.

Please PRINT- Employee Name

Employee Signature

Date