



Job Description

SPROUTS TEACHER & AFTERNOON FRIENDS LEAD - SEEDLING SCHOOL

2021-22 School Year

The *Sprouts Teacher* position can be filled as either an Assistant Teacher or Lead Teacher. This individual will join a team of teachers to support and guide a group of 15-20 children ranging in age from 3 to younger 5-year-olds for 25-35 hours per week. While this role supports and will spend a large portion of the day with the whole group of Sprouts, they will also have the opportunity to develop closer relationships with an assigned group of 8-10 Sprouts, for whom this teacher serves as primary learning guide.

The *Assistant or Lead Teacher - Sprouts* will also lead Afternoon Friends, Wild Oak's after school program for Sprouts-age students.

Core Responsibilities

Teacher - Sprouts Class

Embody Wild Oak values and approaches to learning in the indoor and outdoor classroom, Monday through Friday, by:

1. Fostering play and natural curiosity.
 - Adopting a sense of wonder, curiosity, and playfulness that is infectious to the children. Support their play, offering nudges or suggestions.
 - Actively learning about child-led approaches to early childhood education (ex: Montessori, Reggio-Emilia) and employing your learning in the classroom.
2. Working in concert with other teachers to implement learning activities within Wild Oak's child-centered, nature-oriented curriculum.
 - Bringing lesson and activity ideas to the group for consideration. These may be around:
 - arts, crafts, movement, song, and dance
 - mindfulness and self-regulation exercises
 - nature studies and use of natural materials, etc.

- Listening closely to the children to ferret out interests and curiosities.
 - Assisting with material preparation, lesson instruction, individual student help, engagement (reading/ dancing/ singing etc.), and cleanup.
 - Helping to prepare and maintain the classroom environment for tidiness, cleanliness and sanitation, and a welcoming, warm aesthetic.
 - Supporting and taking turns leading morning circles focused on mindfulness, movement, expression, community responsibility, and song. (Depending on schedule)
 - Supporting smooth group transitions, including:
 - Assisting children with organizing their cubby areas
 - Assisting children with getting into and out of appropriate weather gear
 - Providing supervision and assistance during toileting
 - Organizing and distributing children’s lunch and snack items
 - Setting up and taking down nap cots and linens
 - Remaining observant of the children at all times, noticing and noting their locations, engagement in activities, and moods. Maintain extra vigilance when children are outside to keep them safe.
3. Help to build a culture of trust and belonging in the classroom.
- Establish authentic, warm, and supportive relationships with the children; getting to know their individual personalities, likes, and dislikes.
 - Foster independence by allowing and encouraging children to “do it themselves,” including setting and cleaning up, leading activities, and assisting their friends.
 - Employing communication practices that align with Wild Oak’s ethos and guiding principles:
 - Practicing “nonviolent communication” with students, families, and colleagues
 - Practicing “positive discipline”
 - Fostering “trauma-sensitive classrooms”
 - Getting to know and adhering to Wild Oak’s Discipline Policy and revisiting physical, emotional, and cognitive characteristics of the 3s and 4s age groups, ensuring that behavior management practices are developmentally-appropriate.

Afternoon Friends Teacher

1. Lead the Afternoon Friends program from 2:15-4:30 Monday through Friday, consisting of 2-6 young children. Some children may come from the community outside Wild Oak’s Sprouts Class, but the participants will regularly attend according to a schedule.

- This position will lead structured play activities, largely outside, and also will support the children in unstructured playtime.
- 2. Document the arrival and dismissal of the children and any incidents that occur.
- 3. Embody the values and communication practices of the Seedling School, as presented in the Assistant and Lead Teacher-specific details above.

Administrative

- Assisting with documentation of children's activities, play, progress, and work. This may be through narrative, photographs, or storing physical work.
- Assisting with parent communication and documentation when needed (incident reports, progress updates, etc.)
- Tidying classroom, bathrooms, and outdoor play stations at the end of the day, sanitize indoor and high-touch surfaces. Assist with inspecting classroom furnishings, materials, and equipment.

Other Duties

Additional responsibilities will come up from time to time, which all staff assist with:

- Maintaining First Aid and CPR certifications; providing first aid as needed and completing appropriate accident/ incident forms.
- Attending and participating in faculty meetings and scheduled staff professional development. *Staff Meetings are currently scheduled twice monthly on Wednesday afternoons.*
- Support fundraising efforts in ways that feel personally comfortable (for example, sharing your experiences as a teacher with prospective donors)
- and any other training requirements for early childhood teaching eligibility.

ABOUT YOU

People describe you as positive, warm, and patient. You are passionate about children's development and are energized by their company. You love being outdoors and in nature for extended periods of time. You understand the value of play and you know how to support play. You believe more in "messy learning" than "pretty" adult-directed craft projects.

Qualifications

- Required: adherence to Wild Oak's Covid precaution protocols, including wearing a mask and remaining up-to-date on vaccinations and boosters.

- AA degree in education and/ or combination of coursework in early childhood education, BA preferred. Completion of EDU 119 (or ability to start coursework within 6 months of start date).
- 1+ years experience caring for children in the 3-5 year age range.
- Demonstrated love for nature and willingness to be outdoors for significant amounts of time.
- Experience with child-centered educational approaches, such as Montessori, Reggio Emilia, etc. a plus
- Spanish language bi-lingual a plus
- BIPOC encouraged to apply

SCHEDULE & BENEFITS

Schedule

- 25-35 hours per week, to include 2:00-4:45 Monday through Friday.

Wild Oak's regular school year ends Friday, June 17, 2022 with work days through June 22nd. The summer program work days begin June 23rd and summer camp begins the following Monday, June 27th and ends August 19th, 2022.

Paid Time Off

The below PTO offerings are calculated according to Wild Oak's 42-week, 10-month school year. Contracted positions that fall outside this range will be adjusted and prorated accordingly.

- 24 paid school holidays during the school year, including: Sept. 6. Nov. 11, Nov. 22-26 (5 days), Dec. 20-31 (10 days), Jan. 18, Mar. 28-Apr. 1 (5 days), Apr. 4.
Summer-scheduled staff receive two paid holiday days, Jul. 4-5.
- 8 additional paid days to use at will, 6 rolling over annually. (Other PTO, such as for bereavement, to be discussed further in process) *Summer-scheduled staff receive 1 additional PTO day.*

Benefits

Staff contracted for 30+ hours per week are eligible for 50% off of tuition for immediate children.

Salary

The hiring salary for the Seedling School Assistant Teacher position is between the equivalent of \$12.36 and \$19.88 per hour, depending on equivalent experience, credentials, and education.

To illustrate, an individual with an A.A. degree and 1 year of experience may start as an Assistant Teacher at \$12.36. An individual with a relevant B.A. degree, 5+ years direct experience, the Lead Teacher ECE credential and a Montessori (or similar) training may start at \$19.88.

HOW TO APPLY

Application Process

Wild Oak has a three-part application process:

1. Submission of *Resume* and *Cover Letter** to lindsay@wildoakschool.org.
2. If selected to continue, candidates will be sent a *Teacher Questionnaire*.
3. If selected to continue, candidates will be contacted for an interview.

*Within your cover letter please address, at a minimum:

- what attract you to this role at Wild Oak
- why you suspect that you're a good fit
- any special hobbies or skills that you would consider sharing with our community (guitar, knitting, or yoga for instance)

ABOUT WILD OAK

Wild Oak Independent School is a nonprofit organization that operates three interconnected programs: the Seedling School, Wild Oak Lower and Middle School, and the Afternoon Academy. We are located on the campus of the Kellogg Center in Hendersonville, NC. Visit our website at www.wildoakschool.org.