

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Natural Beginnings Program Lead Teacher

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Natural Beginnings Program Manager

EFFECTIVE DATE: June 16, 2015

SUMMARY:

Implement instruction and creation of Natural Beginnings Early Learning Program (“Program”) curriculum for the Kendall County Forest Preserve District (“District”).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create and provide developmentally appropriate curriculum for the Program.
- Create and implement lessons plans that reflect the natural and cultural history of Kendall County.
- Guide and supervise classroom aide.
- Manage and maintain order in both a classroom and outdoor setting, while implementing constructive disciplinary procedures.
- Maintain a safe and clean environment at all times and enforce all District safety rules and policies.
- Deliver student assessment including, but not limited to, parent-teacher conferences, student portfolios, and Powerful Interactions.
- Maintain parent communication through email, phone calls, direct conversation, and notifications.
- Work and communicate well verbally and in writing with District staff and the public, including individuals of all ages and ability levels.
- Assist with social media and promotions.
- Ensure classroom readiness, including purchase of materials and preparation of supplies.
- Assist with upkeep and maintenance of education materials, supplies and facilities.
- Assist with basic animal care and upkeep including feeding and tank/cage cleaning.
- Provide first aid or take other emergency measures when necessary as indicated in student, volunteer and staff emergency protocol and procedures.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities at this time. May assist with the supervision of volunteers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:

- Bachelor’s Degree in the field of education or environmental sciences or equivalent experience in the field of education or environmental sciences. May be actively pursuing a degree in the education or environmental science field.
- Knowledge of education principals and practices.
- Prior experience working with children and/or in education is preferred
- Knowledge of Microsoft Office programs including, but not limited to Excel, Word and PowerPoint.
- Ability to effectively and appropriately use the internet and social media.
- Knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:

- Ability to draft and present District curriculum.
- Ability to speak effectively with the public, including individuals of all ages and ability levels, and employees of the District.

- Ability to write routine reports and correspondence.
 - Requires good knowledge of the English language, spelling and grammar.
- C. REASONING ABILITY:**
- Ability to employ safe work practices and use sound judgment while leading educational programs.
 - Ability to complete projects from beginning to end with minimal supervision.
 - Possess positive conservation ethic and respect towards living things and the natural environment.
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
Ability to deal with problems involving several concrete variables in standardized situations.
- D. CERTIFICATES, LICENSES, REGISTRATIONS:**
- Certificated teacher, substitute teacher or other teaching certification preferred. May be actively pursuing an education related degree or certification.
 - Master Naturalist, Certified Interpretive Guide, or other environmental certification preferred. May be actively pursuing an environmentally related certification.
 - Current CPR/First Aid certification.
 - All certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must be able to sit, kneel, stand and bend.
- Employee must be able to walk on uneven terrain for extended periods of time.
- Employee must be able to provide instruction while walking outside and in varying weather conditions.
- Employee must be comfortable being outside in various types of weather for extended periods of time.
- Employee must occasionally lift and/or move up to 40 pounds.
- Employee must be able to use hands to handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- Teaching will be held outside. The weather and temperature will not be consistent during the course of employment.
- The noise level in the work environment will vary from moderately quiet to loud.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District