

Squam Lakes Natural Science Center – Associate Teacher, Blue Heron School

Employment Classification: Exempt, salaried

Employment Type: Full-time, year-round

Schedule: 40 hours per week, Monday through Friday, 8 am to 4 pm

Immediate Supervisor: BHS Co-Directors

Annual Starting Salary Range: \$34,000, (based on \$17.00 per hour x 2,000 hours, 50 weeks)

Bi-Weekly Starting Salary Range: \$1,360.00, (based on \$17.00 per hour x 80 hours bi-weekly)

Please note: Annual & bi-weekly compensation will be based on the agreed-upon schedule at hire.

Starting Date: This role has the option of starting over the summer, beginning after June 16, 2023

About Blue Heron School: Blue Heron School is a Montessori program for preschool and kindergarten, which incorporates the nature preschool philosophy and includes significant time outdoors. It is a part of the Squam Lakes Natural Science Center in Holderness NH (nhnature.org). The mission of the Science Center is to advance understanding of ecology by exploring New Hampshire's natural world. Through spectacular live animal exhibits, natural science education programs, an informal public garden, and lake cruises, Squam Lakes Natural Science Center has brought people nearer to nature since 1966.

Role Purpose: The Associate Teacher is an important staff member of the Blue Heron School (BHS), at Squam Lakes Natural Science Center (SLNSC). The BHS Associate Teacher supports the work of the Co-Directors and Lead Teachers in their interactions with children and parents. The Associate Teacher knows or is learning the Montessori educational philosophy, the nature preschool approach, the children, and the routines of the classroom.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Maintain the Montessori classroom environment

- Assist in establishing and maintaining the Montessori classroom culture by interacting in a kind, firm, and positive manner with coworkers, children, and their families.
- Providing exemplary care and attention to the individual needs of the students.
- Models grace and courtesy and assists in the development of independence in each child, helping them learn to manage their behavior and care for the world around them.
- Follow the direction of the lead teacher when performing classroom duties.
- Uses strong observational skills to record children's behavior and activities using the classroom's shared recordkeeping system.
- Deepen understanding and implementation of Montessori philosophy, nature preschool education, and the Positive Discipline approach

Provide support to the Lead Teacher

- Associate Teachers keep the tone in the classroom by unobtrusively assisting children during the work period.
- The Associate Teacher is prepared to lead the class in the absence of the Lead Teacher.
- Prepares and maintains the classroom environment by assisting in the daily preparation and/or production of instructional materials.
- Implement the "Positive Discipline" behavior management strategies as instructed by the Lead Teacher.
- Share all information from parents with the Lead Teacher.

Work with children with a variety of needs

- Support the development of each child by focusing on their individual needs.
- Provide personal care and assistance as needed.
- May be required to work with the IEP team & implement an IEP plan for children with special needs.
- Duties will vary depending on the nature of the student's abilities.

Function as a part of the School Team

- Communicate with parents in a way consistent with the program's philosophy.
- Participate in monthly staff meetings, school events, and parent conferences.
- Guide children to other areas of the Science Center with the teacher, naturalists, and volunteers.
- Help with daily cleaning, organizing, and restocking before and after each school day.
- Maintain the integrity of confidential information at all times.

Education and Qualifications:

- High school diploma or equivalent is required and the applicant must be over the age of 18.
- Bachelor's Degree in Early Childhood Education, Child Development, or Childhood Special Education, or working towards a degree in a similar field is preferred but not required.
- A minimum of 9 Early Childhood Education (ECE) credits, including at least one 3-credit course in child growth and development from an accredited college *or* equivalent as defined by the New Hampshire Code of Administrative Rules for Child Care Program Licensing.
- Current infant/child CPR and first aid certification and basic water safety course training.
- Complete 18 hours of professional development annually.
- Complete medical administrative online training.
- Must be able to successfully pass an NH CHRI criminal background check, and DCYF central registry check, as required by the NH Bureau of Licensing and Certification, Child Care Licensing Unit (CCLU).

Knowledge, Skills, and Abilities: The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily.

- Previous experience working in a Montessori school environment is preferred but not required.
- A passion for combining the Montessori philosophy with a nature-based philosophy, is preferred.
- Have demonstrated the ability to work cooperatively with others.
- Have the willingness to assume any responsibilities appropriate for the position.
- Ability to adapt to the changing needs of children and the school environment.
- Classroom management that relies on positive, proactive reinforcement of behavioral standards.
- Ability to work with students of all abilities, but especially students with physical, emotional, and/or cognitive disabilities in an inclusive classroom environment.
- Ability to work collaboratively with students, families, and other staff members.
- Self-reflective with a drive to continually grow as a teacher.

Physical Demands: The physical demands 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 essential functions.

- Ability to negotiate a confined workspace while working with one or more coworkers.
- Ability to properly lift and carry items up to 50 pounds.

- Ability to stand for long periods, sit as needed, and move intermittently throughout the workday.
- Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- Ability to professionally and appropriately interact and communicate with others, both in person speaking and through phone, email, and written correspondence.
- Ability to see and hear children and parents.

Employee Benefits: Squam Lakes Natural Science Center employees are eligible to participate in our robust group benefit plan offerings with new employee participation effective the first of the month following their date of hire. Our employee benefits options include:

- Group health insurance plan with Anthem
 - Anthem Gold Pathway X HMO3000, contract code 6UR2.
 - 80% employer contribution.
 - 20% employee contribution for full-time, year-round staff.
 - Part-time staff may participate with a higher contribution rate.
- Flexible spending account, up to \$2,000 annually, and dependent care account, up to \$5,000 annually
- Group ancillary benefits, 100% Employer-paid
 - Group Life and AD&D, \$25,000 in coverage
 - Short-term disability, up to 60% of weekly income
 - Long-term disability insurance, up to 60% of monthly income
 - EAP, Employee Assistance Plan
- Group dental insurance plan with Northeast Delta Dental
 - Delta Dental PPO plus Premiere Network.
 - Voluntary plan, 100% employee paid.
- A 403(b) defined contribution retirement pension plan with a 5% employer contribution match after 2 years of full-time employment.
- Paid time off, (all paid time off is prorated to the date of hire if hired beyond January)
 - 10 vacation days first year
 - 2 personal days
 - 7 sick days
 - 12 holidays
- Free eight-person Squam Lakes Natural Science Center membership.
- 25% discount on merchandise from the Howling Coyote gift shop.
- Many other discounts and perks, including Lake Cruise tours and special events.
- Employees may purchase Gift Memberships at a 50% discount (up to 5 gift memberships annually)
- Employees may Sponsor A Species at a 50% discount.

To Apply: To be considered for this role, applicants must provide a current resume with a cover letter of interest via email. Applicants must also complete a Squam Lakes Natural Science Center employment application, which will be provided upon receipt of the resume and cover letter. Applicants may apply to HR/Finance Manager, Bonnie Baker at bonnie.baker@nhnature.org.

Squam Lakes Natural Science Center is a welcoming inclusive organization that is committed to ensuring that individuals of all backgrounds and abilities are welcome and respected. Squam Lakes Natural Science Center provides equal employment opportunities to all employees and applicants for employment without regard to sex, race, color, religion, national origin, gender expression, marital status, age, sexual orientation, Vietnam Era/Disabled Veteran status, age, disability, or genetics. In addition to federal law requirements, Squam Lakes Natural Science Center complies with applicable state and local laws governing nondiscrimination in

employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.