

# JOB DESCRIPTION

**Employment Title:** Blue Heron School Substitute Teacher  
**Supervisor Title:** Blue Heron School Director(s)  
**Employment Classification:** Non-exempt  
**Employment Type:** Full-time, temporary 90-day position  
**Average Hours Worked:** 40 hours Weekly, 80 hours Bi-Weekly  
**Compensation Rate:** \$17.00 per hour  
**Paid Time Off (PTO):** Not applicable for temporary positions



**Employer-sponsored Benefits:** Not applicable for temporary positions  
**Supplemental Benefits:** A complimentary 8-person SLNSC membership, discounts on retail purchases, educational programs, Lake Cruise tickets, and professional development support. A complete summary of benefits can be provided upon request. *Temporary and seasonal positions are not eligible for paid time off (PTO) or benefits.*

**About Blue Heron School:** Blue Heron School is a Montessori program for preschool and kindergarten that incorporates the nature preschool philosophy, with a significant emphasis on outdoor time. It is a part of Squam Lakes Natural Science Center (SLNSC) in Holderness, NH. We strive to engage the mind, hands, and heart of each child to nurture resilient nature explorers, confident learners, and empathetic citizens.

The mission of SLNSC 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.

## **Position Summary**

Squam Lakes Natural Science Center (SLNSC) seeks a Substitute teacher for a temporary ninety-day position to cover a leave of absence. The Substitute Teacher supports the work of the lead and associate teachers in their interactions with children. They will start to develop their knowledge of the Montessori educational philosophy and the nature preschool approach. They observe and support the children and their classroom routines.

## **Role & Responsibilities**

- Follow the direction of the lead and associate teacher when performing classroom duties
- Consistently interact with children in a kind, firm, and positive manner, in response to all behaviors
- Share child and classroom observations and recordkeeping with the lead teacher
- Help to prepare the classroom and activities each morning
- Help guide children to care for themselves, follow ground rules, and participate in activities indoors and outside
- Guide children to other areas of the Science Center with the teacher, naturalists, and volunteers
- Help with daily cleaning, organizing, and restocking after the school day has ended
- Participate in planning and executing activities
- Make materials as needed
- Observe and record children's behavior and activities using the classroom's shared recordkeeping system to record children's behavior and progress
- Begin understanding and implementation of Montessori philosophy, nature preschool education, and the Positive Discipline approach to helping children learn to manage their behavior
- Participate in weekly and monthly staff meetings to resolve classroom issues and to plan activities and events

## **Education and Mandatory Requirements**

- Must be eighteen years of age or older.
- A high school diploma or equivalency is required.
- An Associate's or Bachelor's Degree, or working towards one, is appreciated.
- Must be able to pass a background check as required by the NH Department of Health & Human Services (DHHS), the Child Care Licensing Unit (CCLU).
- Details for background checks for Child Care Personnel can be found here:  
<https://www.dhhs.nh.gov/programs-services/childcare-parenting-childbirth/child-care-licensing/background-checks-child-care>

## **Physical Requirements**

- 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 and through phone, email, and written correspondence.
- Ability to see and hear children and parents.

## **Application Process:**

- To be considered for this role, qualified candidates must email Bonnie Baker, HR/Finance Manager, a resume and a cover letter of interest at [bonnie.baker@nhnature.org](mailto:bonnie.baker@nhnature.org).
- All applicants must submit a cover letter and professional resume to be considered.
- Candidate submissions without a cover letter will be asked to provide a cover letter.
- A completed SLNSC employment application will be required before the first interview.
- Applicants will receive an acknowledgment email within two days of submitting their credentials.
- Candidates will be selected for interviews within five to ten business days, and the interview process consists of a series of interviews with our hiring committee.
- Telephone inquiries are not permitted due to the high volume of applicants.

## **Job Description disclosure:**

*The above job description is not all-inclusive. This role may be required to perform other duties reasonably related to the position, as assigned by the supervising manager or director. Squam Lakes Natural Science Center reserves the right to update, revise, or modify the job description as necessary to meet business needs. Squam Lakes Natural Science Center is a not-for-profit 501(c)(3) organization and an Equal Opportunity Employer (EEO). New Hampshire is an employment-at-will state. This means that either party may terminate the employment relationship at any time, with or without cause or notice. All applications, resumes, and materials submitted become the property of SLNSC.*

## **Equal Opportunity Employer (EEO) statement:**

*All qualified applicants receive consideration for employment regardless of age, race, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability (physical or mental), or any other protected classification under federal and state law. Our policy requires that a completed employment application, along with references and background checks, be conducted on new employees before their first day of employment. Immigration verification is required.*