



## Environmental Education Teacher

Little Tree Huggers LLC is a bilingual eco-green preschool in Leesburg, Virginia. Our goal is to encourage children to connect with nature, care for the environment and celebrate the diversity of our multicultural world. We believe that an eco-green environment is essential for the development of healthy minds and bodies. Little Tree Huggers' unique at home setting coupled with plenty of surrounding nature, comfortably and uniquely creates an excellent foundation for your child's future education. The Little Tree Huggers LLC (LTH) is seeking energetic, responsible team players; who are passionate about education and nature to fill one of our Environmental Education Teacher positions.

### RESPONSIBILITIES

LTH teachers and assistants play an important role in the emotional and educational growth of our children. It is important for lead teachers and assistants to work together as a team to achieve the educational and recreational goals of the preschool. LTH children are in contact with nature on a daily basis. As long as the temperatures are not extreme or harmful, the LTH curriculum is structured such that we are able to take the classroom outdoors.

#### Education

1. Welcome arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
2. Utilize a variety of materials and resources for children to explore, manipulate and use.
3. Plan learning activities for children, such as storytelling, art projects, imaginative play, and field trips. The goal is to organize, instruct and supervise them in social and developmental activities; providing one-on-one attention when needed.
4. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
5. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
6. Read books to entire class or in small groups.
7. Interact with children, prepare snacks, teach children basic skills such as numbers, colors and shapes, personal hygiene and social skills. The Lead Teacher also observes and evaluates students' performance, social development and physical wellbeing. (These evaluations are memorialized in a monthly report to parents)
8. Guide children in the exploration of LTH farm, nature play and discovery areas while encouraging inquiry, reflection, and participation. Our programs inspire kids to try new things, collaborate, and have fun while learning and exploring.
9. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
10. Demonstrate activities to children.

#### Health and Welfare

1. Attend to children's basic needs (to include helping them feed themselves, dress and change).
2. Teach proper eating habits and personal hygiene.
3. Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
4. Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
5. Serve meals and snacks in accordance with nutritional guidelines.
6. Retrieve children each morning from the parent's vehicles and deliver them to their parents in the afternoon.
7. Teachers and Assistants need to collaborate in the maintenance of classroom, bathroom and kitchen areas by keeping them organized and clean, as well as to help in maintaining outside areas, such as the chicken coop, animal stalls and play areas. It is paramount that the children be encouraged to pick up after themselves. However, final responsibility lies with the lead teacher.

## Classroom Organization

1. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
2. Make inventory lists and update Director on shortages and or new items that should be purchased.
3. Prepare materials and help organize the classroom for class activities.
4. Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.
5. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
6. Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.

## Administrative Functions

1. Attend staff meetings and serve on committees as required.
2. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
3. Collaborate with other teachers and staff in the development, evaluation, and revision of preschool programs.
4. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
5. Prepare reports on students and activities as required by the Director.
6. Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
7. Follow and enforce the directives and policies in the Parent Student Handbook.
8. Attendance, punctuality, proper dress and grooming are among standard professional expectations. Following directions and sharing feedback on activities with the teacher are communication responsibilities.

**Working hours:** Monday through Friday 8:00 am – 4:00 pm.