

Job Descriptions:

Position Title:	Teacher Aide
Reports To:	School Director
Prime Evaluator/Supervisor:	Executive Director

Overview:

A teacher aide at The Farm and Nature Discovery School is an essential part of our team. Their responsibility is to aide lead teachers in their classroom while helping to maintain a safe and nurturing learning environment for each child. This position is part time, running from mid-August to early June.

Benefits of this Role:

- Every day is a unique experience, presenting new challenges and opportunities to build experience in the Early Childhood Education field with access to a unique learning environment on a 60-acre farm that promotes environmental and nature based education.
- Access to a community at The Center where individuals have unique skills and knowledge that can help support your teaching strategies and growth in as an educator.
- The opportunity to build relationships with students in a meaningful way as you take part in their earliest educational experiences, helping to pave the way for a love of learning and positive learning experiences in the future.
- The opportunity to build your own teaching strategies and style while assisting lead teachers in planning and implementing lessons plans.

What to Expect from Your Director:

- Leadership over management. Your director is here to support you and your growth in the field. While management is important, leadership from your director takes priority.
- Thorough and open communication daily.
- Honest, positive, and productive feedback.
- Classroom support for (but not limited to) behavior, management, and parent/peer relation difficulties.
- Ample and Ongoing Training. We will provide initial trainings prior to the start of school so that you will feel comfortable in fulfilling your role as a teacher aide. You will receive ongoing training as needed, as well as in-service training opportunities periodically.

Overall Expectations for this Role:

- Responsible for being on time and reliable. As a ratio driven profession, we rely on your punctuality and attendance to meet state licensing standards.

- Responsible for maintaining a positive attitude and professionalism. You should always carry yourself in a professional manner, especially when interacting with families and fellow staff members.
- Responsible for following policies and procedures at all times as outlined in The Center and The Farm & Nature Discovery School staff handbooks.
- Responsible for attending all in-service trainings and staff meetings: These are scheduled ahead and mandatory.
- Responsible for maintaining professional, open, and honest communication with your peers and management team.
- Responsible for maintaining professional and positive relationships with families, keeping interactions light and simple. All developmental and/or difficult conversations regarding a student are to be had with parents by the lead teacher and director.
- Be knowledgeable on DCFS Rules and Licensing Regulations while maintaining employment requirements, classroom management and environment, and assisting to keep the school as a whole in adherence to these rules and regulations at all times.
- Alert the director of any upkeep, housekeeping, or maintenance issues so the proper individuals can be notified.

Daily Expectations:

- Responsible for utilizing The Center's grounds and working farm to promote environmental education that reaches towards Illinois Early Learning Standards for ages 3-Kindergarten.
- Responsible for aiding teachers in planning, preparing, and implementing age and developmentally appropriate lessons weekly that align with The Farm & Nature Discovery School Mission and themes, as well as Illinois Early Learning Standards.
- Responsible for aiding teachers in observing and assessing each child in their development and growth to aid in future planning and individualized adaptations so each child gets the most out of their education at The Farm and Nature Discovery School.
- Responsible for aiding teachers in maintaining a clean, organized, and safe classroom environment that is designed to fit the developmental needs of the students so they may thrive in their educational space.
- Responsible for aiding teachers in developing and maintaining an educational portfolio for each student over the span of the school year to showcase their unique abilities and accomplishments while here at The Farm and Nature Discovery School.
- Expected to be hands on at all times. If you are on the clock, the expectation is that you are working. You are expected to be active within the classroom, interacting with the children at all times.
- Responsible for the supervision of children at all times by sight and sound; insuring no child is ever left unattended at any time.

- Responsible for meeting the emotional, social, physical, and cognitive needs of every child; meeting them at their level and individual learning styles.
- Responsible for maintaining confidentiality; never sharing any personal information about families, staff members, or children with others personally or professionally.
- This job description is not intended to be all-inclusive and employee will also perform other responsible related duties as assigned by the director.

Minimum Qualifications:

1. High school diploma or GED.
2. Minimum of one-year experience working with children, preferably early education.
3. Physically able to perform all duties.