



**Substituting in the Forest or Wetlands  
Lead Teacher or Teaching Assistant (TA) Mentor**

**Lead Teacher**

**Job duties include:**

1- Team Responsibilities:

- Responsible for ensuring that all mentors and volunteers follow the program's routine, best practices, and act in accordance with the organization's mission and values
- Manage assistant teachers, and volunteers
- Following all established policies, procedures and protocols related to internal guidelines
- Deliver external communications for child safety, crisis management and risk management.

2- Responsibilities to Children:

- Ensure the health, safety and well-being of students through site surveys and daily check-ins with students.
- Document the learning and development that occurs in the classroom using a variety of methods for both internal and external use.
- Maintain clear communications with fellow staff, interns, students, and families to achieve common goals and avoid potential conflicts.
- Promote a close relationship with parents through regular communications. In addition to regular communication on progress, the lead teacher will initiate meetings/emails as needed to communicate any concerns brought up during the program, or refer the issue to the Program Director.
- Ensure families feel that their traditions, experiences, and individual needs are reflected through all aspects of the program.
- Support the development of new classroom risk and hazard assessment and response procedures as needed.

3- Nature Mentor:

- Collaborate in creating activities, games that are consistent with daily lessons and individual goals
- Assist the Program Director in implementing the daily routines, activities, and provide a child with one on one support when needed
- Create an inviting and emotionally safe environment that empowers children as individuals and as members of a team
- Provide feedback, reflections, and written words dictated by children for individuals in their Nature Journals during the "Reflection" portion of the program.
- Step in when necessary to help resolve conflict amongst children with the intent of finding clarity and strengthening relationships. (Training here will be provided upon hiring).
- Be responsible for the health, safety, and welfare of all children. This includes helping children stay warm and dry in chilly weather, and assessing risk in an outdoor setting.

- Create a welcoming and comfortable atmosphere for families to foster our Barnacle and Bees community. Connect with caregivers at pick up and drop off to continuously build relationships with families.
- Act as an ambassador for Barnacles and Bees by explaining what our program is and/or talking to the curious public in the parks where our classes take place.
- In the light of Covid-19 we are asking our employees to be aware/mindful/safe and follow the [Washington State Department of Health Childcare Policy](#). Best practices are keys to stop the spread.

\$18/hour

4h on site shift + 1h office time

M/W/F or T/Th

## **TA Mentor**

### **Job duties include:**

- Collaborate in creating activities, games that are consistent with daily lessons and individual goals .
- In the event that the Lead Teacher is absent, the Teacher Assistant will step into the Lead Teacher role and coordinate volunteers and substitute
- Assist the Lead Teacher in implementing the daily routines, activities, and provide a child with one on one support when needed
- Create an inviting and emotionally safe classroom that encourages empowerment of children and teamwork.
- Assist the Lead Teacher in providing feedback and reflections for individual students in Nature Journals after class.
- Step in when necessary to help resolve conflict amongst children with the intent of finding clarity and strengthening relationships. (Training here will be provided upon hiring).
- Be responsible for the health, safety, and welfare of all children. This includes helping children stay warm and dry in chilly weather, and assess risk in an outdoor setting.
- Work with the Lead Teacher, as necessary, to address student behavior problems and report problems and progress to parents.
- Create a welcoming and comfortable atmosphere for families to foster our Barnacle and Bees community. Work with the Lead Teacher in talking with caregivers at pick up and drop off with the hopes of building relationships with families.
- Act as an ambassador for Barnacles and Bees this may include giving directions, explaining what our program is and/or talking to the curious public in the parks where our classes take place.
- In the light of Covid-19 we are asking our employees to be aware/mindful/safe and follow the [Washington State Department of Health Childcare Policy](#). Best practices are keys to stop the spread.

\$16/hour

3.5hr on site shift

M/W/F or T/Th