



Job Description – Essential Functions

POSITION: Outdoor Classroom Coordinator

CHILDREN'S HOUSE MISSION: The Children's House is a Montessori preschool and kindergarten that guides a diverse group of children to become joyful and confident lifelong learners who respect others and the world around them.

General Responsibility:

- ◆ Responsible for the overall supervision, safety, education, and daily functions of the Outdoor Classroom for Montessori children, in coordination with classroom Co-Teachers and other Extended Classroom Coordinators
- ◆ Reports to the Director

Qualifications:

- ◆ Must hold a degree related to early childhood, preschool, or elementary education.
- ◆ Must be able to lift up to 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergencies.
- ◆ Must meet basic requirements of local child care regulatory agency.
- ◆ Must be able to relate positively with young children and parents.
- ◆ Must possess basic computer skills and be familiar with Office 365 applications and email communication.
- ◆ Previous early childhood teaching in gardening and nature studies is preferred

Specific Duties:

- ◆ Plans and implements a daily schedule and Outdoor Classroom curriculum based upon Montessori method and philosophy, NAEYC's Developmentally Appropriate Practices and the Tennessee Department of Education curriculum standards.
- ◆ Prepares Outdoor Classroom environment daily providing attractive, well-maintained spaces that encourage learning, creativity, respect, and independence.
- ◆ Purchases supplies & materials as needed, staying within budgetary guidelines.
- ◆ Coordinate scheduling of parent volunteers
- ◆ Models appropriate teaching and observation skills to interns, volunteers, and practicum students
- ◆ Models and implements Positive Discipline techniques
- ◆ Assesses and provides developmental guidance for each child as needed in collaboration with classroom teachers.

- ◆ Records and maintains students' observational and anecdotal notes, developmental milestones and checklists of materials presented and mastered.
- ◆ Plans and evaluates both long and short-term goals.
- ◆ Communicates updates monthly with parents and faculty.
- ◆ Participates in team staff meetings when appropriate.
- ◆ Seeks out and participates in a variety of continuing education and professional development opportunities to comply with Department of Education requirements.
- ◆ Accepts responsibility for maintenance and necessary housekeeping duties of the Outdoor Classroom and common use areas, if needed
- ◆ Maintains the Children's House positive, professional attitude and work behavior.
- ◆ Attends all required staff meetings, workshops and/or school functions as determined by the Director.
- ◆ Participates and/or assists in special events of the school.
- ◆ Observes all rules, regulations, policies, and procedures of Children's House and the local, state, or national regulatory agencies.
- ◆ Maintains professional Code of Ethics of the American Montessori Association
- ◆ Performs related duties as required by the Director.

Upon Employment:

- ◆ Must meet all Children's House of Nashville and local, state, or national basic health requirements as well as other requirements required by regulating agencies.
- ◆ CPR and First Aid training, as required.
- ◆ Must complete all necessary company employment and payroll forms.
- ◆ Fingerprinting and/or criminal investigation report completed.