

## **Preschool Supervisor – Prairie Flower Children’s Center**

**Schedule:** Preschool: Tuesday and Thursday 12 p.m. – 3:30 p.m.; Fridays: 8:30 a.m. – 12:30 p.m. (or as assigned)

\*This position works scheduled hours for the school year. There are no working hours during the summer. Some training may be available during the summer and will be paid on an hourly basis as approved by the center director.

**Reports to:** PFCC Center Director

**Starting Wage:** \$12/hr. This is an hourly non-exempt position. Employees will be paid at their hourly rate for all scheduled teaching, meeting, training and festival time.

### **Job Summary:**

Under the direction of the center director, the preschool supervisor will help coordinate and facilitate their assigned program (preschool/afterschool), and will serve as the sole responsible party when the center director is not onsite. The supervisor creates a nurturing and engaging environment for students and families, and ensures all students' needs are met during the program. The supervisor's primary responsibilities include being responsible for supervising all children during programming; leading educational, behavioral or group interventions as needed; and ensuring a clean and safe indoor and outdoor environment at all times.

### **Education and Experience:**

At least 4 years of experience working in a preschool or early childhood education setting, or other applicable setting, or a bachelor's degree in a relevant field. Experience providing direct supervision to children is required.

### **Skills and Abilities:**

- Verbal, written and listening skills
- Exhibits leadership skills
- Exhibits computer skills and has Google Drive experience
- Exhibits confident classroom presence
- Ability to work independently with the guidance of the center director
- Commitment to excellence in program offerings
- Ability to maintain appropriate boundaries with students and families
- Ability to follow lesson plans and learning goals with the lead teacher
- Ability to foster a positive and collaborative learning environment where the unique needs of all the students are met
- Exhibits strong interpersonal and teamwork skills
- Understands the behavior of children and is able to approach different childhood behaviors with an open and loving attitude and a strong desire to make a difference
- Experience with nature (plants, animals, etc.), or a strong interest in learning
- Experience with or interest in hand crafts, crocheting and knitting
- Ability to hike rugged terrain in all weather conditions

- Exhibits a commitment to lifelong self-development
- Ability to problem-solve and make decisions
- Ability to set firm but kind boundaries
- Ability to adapt to change

**Essential Job Duties:**

- Work with center director and other teachers to develop rhythm, and to plan and implement activities adhering to Prairie Flower principles
- Ensure a daily rhythm is planned and executed for assigned programs
- Provide leadership during programming times for students and other teachers
- Execute and delegate crisis management plan should a crisis arise
- Supervise children during all free play, indoor interactions and learning activities
- Document incidents and attend to any and all safety issues
- Complete daily setup, cleanup and snack preparation
- Communicate with parents, guardians or caregivers during drop-off and pick-up
- Plan special projects throughout the year as needed
- Attend staff meetings and trainings
- Record hours worked and submit to supervisor in timely manner
- Other duties as assigned by the center director

**Working Conditions:**

- Ability to be outdoors daily during all seasons (sun, rain, snow, cold down to 15 degrees Fahrenheit)
- Ability to hike nearby rugged terrain
- Sustained posture in a standing, seated or walking position for prolonged periods of time
- Ability to push, pull, lift and/or carry at least 50 pounds
- Perform bending, lifting and pushing
- Noise level in work environment is generally low to moderate
- Vision abilities required by this job include: close vision, peripheral vision, depth prescription and the ability to adjust focus

*Ames Waldorf Association/Prairie Flower Children's Center is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*

*AWA/PFCC reserves the right to modify, interpret, or apply this job description as needed to meet the needs of the organization. This job description in no way implies that these are the only duties to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise.*