



Dunwoody  
Nature Center  
*Inspire your love of nature*

**Dunwoody Nature Center's Oakwood Forest Preschool  
Forest Preschool Teacher Position Description**

**Direct Supervisor:** Program Director

**Status:** Hourly, Part-time

**Hours:** T - Th, 8:00-1:00 (15 hours a week)

**Salary: Hourly Wage - depending on experience**

**Start Date:** December 2024

**Position Overview**

Preschool Teacher responsibilities include observing and assessing class interests, occasionally planning and implementing lessons and activities that expand on children's current interests, and creatively documenting class lessons to showcase the progress of the students. Preschool teacher will work with co-teacher to create an optimal learning environment for the students.

**Forest Preschool Teacher Responsibilities**

- Working with the teaching team and director to create optimal experience for Forest Preschool students
- Using a variety of activities (songs, stories, art, activities, etc.) to motivate and stimulate children's abilities
- Meeting the emotional, social, and physical needs of each child
- Maintaining daily open communication with parents
- With director, writing and distributing accident and incident reports
- Maintaining a daily narrative learning log and behavioral record for the students
- Documenting and recording children's behaviors, progressions, and development in a report form to share with the parents
- Working with the teaching team to write a monthly report of activities and learning experiences for the weekly Oakwood newsletter - The Acorn Journal
- Overseeing a daily site assessment of the outdoor site before each session, making sure all hazards are properly assessed and amended to provide a safe environment for children
- Working with the director and teaching team to provide ideas for site enhancement

**Teacher Requirements**

- Attendance at all planned Oakwood Forest Preschool events, weekdays and weekends
- Willingness to be observed by teacher trainees and director on a regular basis
- Attendance at all Oakwood Forest Preschool staff meetings
- Demonstrate loyalty and commitment to Dunwoody Nature Center and Oakwood Forest

Preschool and all staff members as a positive team player

**Skills and Abilities**

- Ability and desire to encourage experiences that are play-based and child-centered
- Deep appreciation for and connection to nature
- Highly relational and effective collaborator and communicator
- Participation in forest school research studies
- Physical Ability: Teaching involves extended periods of time in the outdoors in all weather, with hiking and moderate physical challenges.

**Qualifications**

- Forest School Teacher Training a plus or similar experience
- A college degree (or equivalent) in education, environmental studies, or a related field
- Experience working with children and commitment to environmental education
- Provide two or more references related to working with children in an educational environment

Current CPR and First Aid certifications are preferred. All candidates must submit and pass a criminal background check. Hourly rate dependent on experience, starting at \$19/hour.

To apply, send resume and cover letter to [holly@dunwoodynature.org](mailto:holly@dunwoodynature.org)