



Job title	Nature School Assistant Director
Reports to	Nature School Director
Location	Cibolo Center for Conservation in Boerne, TX

The Nest Nature School Overview

The Nest Nature School is part of the Cibolo Center for Conservation, an organization founded in 1988 to connect people with nature and inspire them to fall in love with land, water, and wildlife in the hopes that they will become champions and stewards of the Earth. Since 2016, the Cibolo, located in Boerne, Texas, has been providing exceptional early childhood education in the Nature School to foster young children in their full spectrum of development.

At the Nest Nature School, we are nurturing strong bodies, inquisitive minds, and wild hearts. The school uses the best practices of early childhood and nature-based educational approaches to foster a cohesive learning community. Our curriculum incorporates play and learning in nature to best support the whole child academically, socially, emotionally, physically to ensure that they are prepared for kindergarten and beyond.

Located in the heart of Boerne, we provide our students access to more than 60 acres of pristine natural spaces along the Cibolo Creek with prairies, trails, forests, and gardens. Our unique campus, located at the Herff Farm, provides abundant nature-based opportunities to support our play-based learning philosophy. The school campus, including four learning cottages and a welcome center, was opened in 2021. Each class is situated in individual learning cottages, complete with a beautiful indoor space, an open-air creative space, and picnic decks for lunch and snacks. Outdoor learning spaces include opportunities for students to grow vegetables, explore the forest, experience a sensory garden, create nature-based art, and engage in a variety of physical and imaginative play.

Position Summary

The Nature School Assistant Director will work in partnership with the Nature School Director and Administrative Assistant to implement preschool and extended care during the school year and summer months. The Assistant Director will develop and coordinate the daily operations of the school to the implementation of the curriculum, teacher evaluation, and adherence to licensing requirements.

Essential Functions/Responsibilities

Daily School Operations (40%): *Coordinate the day-to-day operation of the school.*

- Ensure compliance with all relevant licensing, school, and organizational rules and regulations
- Oversee teaching staff schedule and ensure substitutes and support staff are scheduled as needed
- Provide support for student or staffing needs (i.e., injury, behavioral support, etc.) as needed
- Cooperate with the Administrative Assistant to ensure teachers have ready access to needed supplies and materials
- Implement and maintain safe classroom practices (e.g., maintaining the first aid kits, overseeing mealtimes, overseeing Daily Check Lists, assisting with animal care)
- Manage the facility to ensure cleanliness and safety

Curriculum and Pedagogy Development and Coordination (25%): *Ensure implementation of a high-quality program which supports whole-child development and the mission of the Nest Nature School and Cibolo Center for Conservation.*

- Facilitate the selection, development, and implementation of a nature-based, developmentally appropriate curriculum, assessment, and behavior management.
- Ensure activities include the areas of social and emotional learning, pre-literacy, gross and fine motor, math, natural history, ecology, art, music, dance, and drama.
- Evaluate the effectiveness and success of curriculum within the classrooms, in outdoor learning areas, and on hikes/field trips, and adapt as necessary.
- Coordinate, in collaboration with the School Director, ongoing program quality assessments including compliance with the Texas Rising Star program.
- Support teachers to conduct ongoing child assessments and maintain student portfolios to share with administration and families as needed

Teacher Supervision, Development, and Support (20%): *Support the creation of a team culture with a strong sense of belonging including the professional development and growth of individual teachers.*

- Hire and implement the onboarding program of team members
- Provide direct supervision, support, and mentorship to the classroom teachers
- Model and facilitate an inclusive, positive staff culture with a strong sense of belonging
- Identify and coordinate teachers' training and professional development
- Facilitate ongoing communication within and among teaching teams
- Evaluate teacher performance through observations, conversations, and collaboration

Family Engagement (15%): *Facilitate ongoing family communication, education, and support.*

- Support the director in the production of the monthly newsletter
- Serve as a direct line of communication for families with concerns not addressed by the classroom teacher(s)
- Coordinate family education and events throughout the school year

Other Duties: *Other duties as assigned.*

- Teach as needed throughout the school year
- Collaborating with School Director on strategic thinking about long-term school development
- Actively participate in Cibolo staff meetings and trainings as needed
- Other duties as assigned and/or needed

Position Qualifications

- Associates or higher in Early Childhood, Child Development, Management, or related field preferred
- At least 3 years teaching experience in early childhood education (Pre-K and/or nature-based settings preferred)
- At least one year in a supervisory role at licensed child-care center (Pre-K and/or nature-based program preferred)
- Current Texas Administrator's Credential and/or meets licensing criteria (experience and education) for child-care directorship preferred
- Pediatric CPR/first aid certification or the willingness to receive within 2 weeks of employment.
- Ability to lead, work with, and effectively supervise a diverse team of teachers
- Excellent verbal and written communication skills
- Exceptional interpersonal skills including the ability to have difficult conversations
- Ability to maintain a flexible, positive attitude while multitasking in a fast-paced environment

- Strong organizational skills and attention to detail
- Commitment to the importance of play-based, nature-based, and child-centered early childhood education
- Passion for and commitment to connecting young children and their families with nature
- Working knowledge of, or willingness to learn, Texas Hill Country natural history and ecology
- Up-to-date computer skills including a working understanding of Microsoft Office Suite and email
- Must be flexible and willing to assist with a variety of teaching and administrative duties including any additional roles outside of those stated

Please note, employment is contingent on fingerprinting and a clear background check.

Working Conditions & Physical Requirements

The position will typically work 40 hours per week year-round. The position is primarily Monday—Friday. However, some weekends or evenings may occasionally be required for family events, staff meetings, or training opportunities. Due to the outdoor format of the school, the Assistant Director must have the ability to work outdoors in all seasons and weather conditions. They must also have the ability safely navigate a variety of surfaces, walk long distances, stand for extended periods of time, sit, kneel, stoop, crawl, twist, reach above head, climb stairs or ramps, lift, carry up to 50 lbs.

To Apply

Please submit a letter of introduction and a current resume to: hr@cibolo.org with the subject line: *THE NEST NATURE SCHOOL ASSISTANT DIRECTOR*. Position will remain open until filled.