



Job title	Nature School Director
Reports to	Vice President of Education
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 Director will work in partnership with the VP of Education, Nature School Assistant Director, and Administrative Assistant to implement preschool and extended care programming during the school year and summer months. The Director will primarily be responsible for the leadership of the program including financial oversight, nature-based philosophy and organizational mission alignment, and community and family communication and partnerships.

Essential Functions/Responsibilities

Philosophy and Mission Alignment (40%): *Ensure programming is aligned with nature-based philosophy and the mission of the larger organization.*

- Ensure staff training and school programming is consistently aligning with trends and guiding principles of the larger nature-based learning community
- Ensure staff training and school programming is consistently aligning with the strategic plan and messaging of the Cibolo Center for Conservation
- Model and facilitate an inclusive, positive staff culture with a strong sense of belonging within the Nest School and with the broader Cibolo organization
- 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.

Marketing, Promotion, and Partnerships (40%): *Lead the ongoing marketing, promotion, and growth of the school.*

- Partner with the marketing coordinator and VP of Development to showcase the school to potential families, volunteers, and donors
- Develop partnerships with local, state, and national nature-based early learning organizations
- Develop strategies to engage prospective, current, and alumni families
- Coordinate the family enrollment process along with the assistant director
- Work with the VP of Education on strategic planning for the school including future partnerships

Budget Development and Management (10%): *Develop and maintain a sustainable budget that is aligns with the mission and vision of the organization.*

- Communicate monthly and annual budget justifications with VP of Finance and Operations
- Develop an annual budget for the school programming, training, and staffing
- Ensure programming and supplies aligns with the mission of the Cibolo as a conservation organization

Family Engagement (10%): *Support the ongoing school engagement with families.*

- Provide written communication in the recurring family newsletter
- Serve as a direct line of communication for families with concerns not addressed by the classroom teacher(s) or Assistant Director
- Participate in family education and events throughout the school year

Other Duties: *Other duties as assigned and/or needed*

- Provide support for student or staffing needs (i.e., injury, behavioral support, etc.) as needed

Position Qualifications

- Bachelor degree in early childhood, Child Development, Management, or related field
- At least 3 years teaching experience in early childhood education (Pre-K and/or nature-based settings preferred)
- At least 2 years in Director or 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
- 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
- Exemplifies a high level of integrity
- 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
- Passion for and commitment to connecting young children and their families with nature through a play-based, nature-based, child-centered approach
- 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 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.

How to Apply

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