

Job Title: Substitute Preschool Teacher

Reports To: Preschool Programs Director

Effective Dates: February 2026-Ongoing (Monday – Friday schedule) – *optional CPR/AED/First Aid course available in person at Prescott Farm Environmental Education Center in Laconia, NH, date TBD (prior to summer dates)*

Working Hours: Per Diem, Monday-Friday, daytime hours, in-person only

Salary Level: Starting at \$16 - \$20 per hour, based on experience and education

Employment Status: Per Diem, Hourly, Non-exempt

Position Summary:

Prescott Farm Environmental Education Center seeks a **Substitute Per Diem Preschool Teacher** to support **Fledglings Preschool**, our nature-based early childhood program. This is a **year-round, per diem position** providing **as-needed emergency coverage**, with substitutes **always working alongside another teacher**.

Fledglings serves children ages 3–5 and spends the majority of each day outdoors exploring fields, forests, and trails. Substitute teachers play a vital role in maintaining a safe, nurturing, and consistent learning environment when regular staff are unavailable.

Position Details:

- Per diem substitute position
- Year-round availability
- Scheduled on an as-needed basis for emergency or short-notice coverage
- Hours vary based on program needs
- Immediate start
- Always working with another teacher (never alone)

Responsibilities:

- Assist in supervising children's safety using inclusive, proactive, and positive behavior support strategies
- Support lead teachers with activities, games, songs, and nature-based learning experiences
- Help foster a strong sense of community and support children's confidence and independence
- Follow lead teacher guidance using inquiry-based, play-centered practices
- Model preparedness for outdoor learning by dressing appropriately for all weather and maintaining a positive attitude

Qualifications:

- Ability to support safety and manage young children in a fun, calm, and positive manner
- Willingness to follow all Prescott Farm health and safety policies
- Genuine interest in working with young children and the natural environment
- Comfort working outdoors in a variety of weather conditions
- Flexible, dependable, and able to adapt quickly in a busy preschool setting
- First Aid and CPR certification required (training provided if needed)
- Ability to lift and carry up to 40 lbs and navigate nature trails in varying conditions

- Must pass a background check in accordance with NH DHHS rules and Prescott Farm policies

Communication & Professionalism:

- Arrive on time for **scheduled** substitute shifts
- Communicate availability and any scheduling changes promptly with the Preschool Director
- Share relevant health, behavior, or safety concerns with the Director as needed
- Use Prescott Farm two-way radios to communicate with other staff members during the day

Collaborative Community:

- Work collaboratively with lead teachers and other staff
 - Share responsibility for maintaining program spaces and materials
 - Assist with both indoor and outdoor programming in all weather conditions
 - Take initiative in problem-solving and supporting positive interactions among children, staff, and families
 - Perform other duties as assigned
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Work Environment:

- Programming takes place across Prescott Farm's 160-acre property, including wooded trails and open fields that may be muddy, uneven, wet, buggy, or sloped
 - Outdoor learning occurs in most weather conditions (excluding severe weather such as thunderstorms). We live by the saying, *"There's no bad weather, only bad gear."*
 - Interaction with domesticated animals such as chickens, a rabbit, a turtle, and honeybees (bee interaction limited to trained staff)
 - Occasional encounters with wildlife such as insects, frogs, salamanders, snakes, and native mammals
 - Staff are expected to dress in accordance with dress code requirements and appropriate for an outdoor, youth-centered learning environment
 - Cell phones should remain out of sight while children and families are present, unless being used for emergency communication or approved documentation, photos, or videos for classroom use
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Benefits:

- Pay starts at \$16-\$20/hour, based on level of education and relevant experience.
 - First Aid & CPR training provided at no cost for staff who are not currently certified and able to attend the course at Prescott Farm. Staff not able to attend the provided course are encouraged to obtain the certification on their own.
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To Apply:

Please email a resume to **Shannon Marden, Preschool Programs Director**, at **smarden@prescottfarm.org**

Applications are accepted on a rolling basis until the position is filled.

We believe our preschool community is strengthened by diversity and encourage individuals with diverse backgrounds, experiences, and identities to apply.