



Position: Early Childhood Assistant Teacher
Status: Part-time with opportunity for Full-time

Preferred Qualifications:

Bachelor's Degree from an accredited university
1 – 2 years previous classroom experience
Have completed, or be willing to complete Waldorf Certification

Primary Function:

The job of the early childhood assistant is to assist the lead teacher in meeting the needs of the children, the program and the well being of the classroom. The assistant will work to support the lead teacher's guidance in the classroom of the children and in maintaining the classroom. Working to guide the children through imitation, the assistant will help to strengthen and develop the children's will and senses through meaningful interactions.

Classroom Responsibilities and Duties: Specific Teaching Duties:

- Arrive on campus each day by 7:45 a.m. to prepare the classroom for student arrival which begins at 8:15 a.m.
- Help to maintain the classroom and EC common areas with duties such as sweeping, dusting, washing dishes, picking up in restrooms (paper towels, trash, water spills) during school day.
- Preparation of the snacks, art activities, painting and other activities, as determined in consultation with lead teacher.
- Assist the lead teacher in maintaining a safe, harmonious social environment for the students. Continual communication with lead teacher and fellow faculty are vital for the success in this area.
- Assist the lead teacher in maintaining a clean, orderly classroom environment.
- Assisting with the circle activities and puppet shows as needed.
- Be prepared to carry role of lead teacher if the lead teacher is absent.

Administrative Responsibilities

- Attendance and participation in weekly faculty meetings, three (3) In Service sessions in the beginning and end of each academic year (August and June) and spring of each year (February or March).
- Attendance and participation in weekly section meetings.
- Participation in parent conferences.
- Participation in regularly scheduled parent evenings.
- Participation in weekly meetings with lead teacher and other classroom assistant

Additional Responsibilities:

All teachers share responsibility for the well-being of the school. Aspects of this responsibility are:

- Maintaining and striving for an openness to understand and work with the Anthroposophical underpinnings of Waldorf Education and child development.
- Willingness to share responsibility for buying early childhood weekly grocery items as organized by early childhood team.
- Availability for assistance with Resting Stars program.
- Service on at least one (1) Faculty committee and/or Board of Trustees of the school. First year teachers may be exempt from this requirement.
- Attendance/assistance at major all-school activities in accordance with the All School Event Guidelines.
- Attendance at the All School Meetings called by the Board of Trustees.
- Be available and willing to create age appropriate aesthetics in classrooms including nature tables and seasonal displays.
- Be available and willing to participate in enrollment process of new students in areas such as, but not limited to, student interviews, parent interviews, student skill assessment and arranging for prospective student 3 – 5 day class visits.
- Participate in the design and execution of an individualized plan for professional development. Attend Waldorf Education summer training as identified as appropriate by the School.
- Other duties as assigned.