



Job Description

This job description indicates the general duties and physical requirements of work performed by the employee with this job designation. It should not be interpreted or construed as a comprehensive inventory of all duties, responsibilities, qualifications and physical requirements required of the employee assigned to this job, as these might vary from day to day or as business needs demand.

Position: Aftercare Assistant Teacher
Status: Part-time, Hourly (M-F 3:00-5:30)

Required Qualifications:

High school diploma, continuing education in an accredited college program.
Background check required prior to employment.

Preferred Qualifications:

Previous experience in a classroom or child care setting. Familiarity with Waldorf education.

Primary Function:

The Aftercare Assistant shall meet the needs of the children, the program, and the well being of the classroom. He/She will work to guide the children through imitation, the assistant will help to strengthen and develop the children's will and senses through meaningful interactions. Prompt and regular attendance is an essential duty and responsibility of this position.

Classroom Responsibilities and Duties:

Support the Lead Aftercare Teacher through the following:

- Supervise the children in play during sign-in or provide age-appropriate games and activities until snack.
- Help prepare, supervise, and clean up snack.
- Monitor homework, activities, or games after snack.
- Help reset the classrooms and lock up the building, as requested.

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 attend and participate in 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).

- Participation in the design and execution of an individualized plan for professional development.
- Other duties as assigned.

Physical Job Requirements for all Linden Waldorf School Employees

Must be able to:

- Remain in a stationary position for extended periods of time, standing or sitting.
- Move about to reach students and/or access file cabinets, office machinery, etc.
- Constantly/occasionally operate a computer and other office machinery.
- Ascend/descend stairs and traverse campus
- Position self as needed, including bending, crouching, kneeling, lifting, reaching.
- Lift up to 40 pounds on a regular basis.
- Frequently communicate with students, parents, colleagues, and leadership.
- Actively supervise students with focus even when distractions present.
- Work in various outdoor weather conditions for extended periods of time.

It is the policy of Linden Waldorf School to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, age, religion, national origin, disability, status as a covered veteran, or any other legally protected status, in accordance with federal and state law, and not to discriminate on the basis of sexual orientation. This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.

To apply:

Please send a cover letter, resume, and references via:

Email:

office@lindenwaldorf.org

Mail:

Linden Waldorf School
3201 Hillsboro Pike
Nashville, TN 37215

Fax:

615-354-0247