



## 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:** Early Childhood Assistant

**Status:** Part-time / 3-days

**Date Posted:** September 24, 2018

### **Required Qualifications**

Bachelor's degree from an accredited university

### **Preferred Qualifications**

1 – 2 years previous classroom experience

Have completed or be willing to complete Waldorf certification

### **Key Contributions**

The job of the Early Childhood (EC) 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 of the children in the classroom 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 sense through meaningful interactions.

### **Classroom Responsibilities and Duties**

- Arrive on campus each day by 7:45 am to prepare the classroom for student arrival, which begins at 8:15 am. Employees are expected to be available for the entire school day, 7:45 am. to 3:15 pm.
- Prompt and regular attendance is an essential duty and responsibility of this position.
- 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 is vital for the success in this area.
- Assist the lead teacher in maintaining a clean, orderly classroom environment. This includes a daily tidy up of all areas or other duties as assigned.

- Assist with the circle activities and puppet shows as needed.
- Be prepared to perform the role of lead teacher if the lead teacher is absent.

### **Administrative Responsibilities**

- Participate in weekly early childhood section and faculty meetings.
- Participate in child studies.
- Participate in parent conferences, as requested or directed by the lead.
- Meet weekly with lead teacher.

### **Additional Responsibilities**

All teachers and assistants 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.
- Availability for assistance with Resting Stars program or other supervisory duties of the school.
- Attendance and participation in weekly faculty meetings.
- Attendance and participation in three (3) in-service sessions: the beginning and end of each academic year (August and June), and spring (if scheduled) of each year (typically February or March).
- Participation in general cleaning and preparation for school (e.g., shopping for snacks, general cleaning, purchasing supplies, etc.), typically beginning August 1.
- Service on at least one (1) Faculty committee and/or Board of Trustees of the school. First year assistants 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 grade 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.

### **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.
- 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.*