

Attendance Requirements

- Present at school Monday through Friday, 11:20 am – 3:20 pm.
- Meet with lead teacher once a week.
- Attend scheduled kindergarten meetings as requested
- Be available to assist kindergarten teacher for 28 hours in any of the following ways:
 - Setting up room at beginning of the year
 - Cleaning room at the end of the year
 - In-service for kindergarten staff
- Though not mandatory (or paid) assistants are welcome to attend faculty meetings, in-services, parent/teacher conferences and parent evenings.
- Completion of CPR, First Aid, Blood-borne pathogen and mandated reporter protocol training is a requirement of this position annually or biannually.

Responsibilities to the Curriculum

- The assistant is expected to study and be familiar with Waldorf pedagogy and early childhood development as well as strive to meet the expectations and guidelines recommended by WECAN for assistant training.
- Untrained assistants will be mentored, evaluated and trained by the lead teacher.
- Financial support for attendance at Waldorf trainings may be requested through the personnel committed and subject to available funds for professional development.

Responsibilities to Colleagues and Parents

- The assistant strives to develop and maintain a healthy and respectful relationship with their colleagues, parents and children. Should difficulties arise the assistant is to follow the guidelines in the handbook
- The assistant is to be acquainted with all school procedures, policies and emergency procedures

Responsibilities in the Class

- The assistant supports the lunch and snack program according to the classroom protocols as discussed with the lead kindergarten teacher. Activities may include: preparation and cooking of the meal, setting the table, creating grocery lists and shopping, cleaning of pots when time allows as well as weekly cleaning of stove and refrigerator. Cleanup after lunch is with the lunch relief intern.
- Guiding the children at the snack table with blessings and short stories while the lead teacher dismisses children when their parents arrive is the assistant's responsibility.
- The assistant teacher demonstrates healthy personal hygiene and washing hands frequently.
- The assistant is expected to participate in circle songs, verses and finger plays with enthusiasm.

- During the school day the assistant and lead teacher are supporting one another at all times. There should be a 'giving and receiving' of the children between the lead teacher and the assistant so that there is always an adult presence with whom the children can connect.
- Before the day ends the assistant cleans up after snack.
- The assistant teacher strives to become worthy of imitation in movement, speech, thought and feeling life, that together with loving authority conveys to the children a living sense of respect, reverence and gratitude.
- The morning and afternoon assistant shares responsibility for the children while the lead teacher takes a break between 12:00 pm - 2:00 pm.
- When the lead teacher is absent the assistant may step into the lead teacher position while a substitute is assisting.
- When the assistant is absent, he or she will arrange for a substitute from the substitute list. The assistant teacher is to acquaint substitutes with the classroom routines, procedures, policies and emergency procedures as well as have a follow up conversation with the substitute afterward.
- If the assistant is approached by parents regarding problems and concerns pertaining to a child or the class, he or she is to direct the parent to speak with the lead teacher directly.
- The assistant should dress appropriately to the mood of the kindergarten. The clothing should be simple in colors and patterns. Clothing should allow for freedom of movement. Apron, inside shoes, a watch and appropriate seasonal outerwear are necessary.

Qualities and Skills

It is important that the assistant:

- enjoys working with young children
- has ability to work in an organized and timely manner
- has good communication skills
- expresses a warm and calm presence
- has ability to work as team and respects the lead teachers decisions
- displays professionalism in speech, dress and manner
- shows interest in self development of skills that support the kindergarten work

Salary and Benefits

Compensation for assistants is based on \$10.50 per hour \$10 per hour EC department meetings

50% Tuition Remission when working 20 hours per week.

This position is eligible for seniority raises as yearly budgets allow.

Vacation days are built into the school year calendar.

Personal days are 3.5 per year

24-hour Emergency Insurance coverage

The salary is paid over 10 months (September 1 through June 1) for school days, including snow days and other unscheduled days off.