

Childcare program developer is to research and develop a detailed business plan for the implementation of a best-practice Waldorf-model childcare center serving a single, family-style, multi-age group of children between the ages of six (6) months to four (4) years to be located in the city of Viroqua and to serve families of Pleasant Ridge Waldorf School (PRWS) and community families and employers. It is to serve as an enrollment gateway for the school and as a needed service to families of young children in the greater Vernon county community.

Responsibilities:

1. Strive to understand the model of child development that underlies Waldorf education models of care in the very early childhood period like Lifeways and Sophia's Hearth. Develop an awareness of the local community's childcare needs and community attributes.
2. Design the physical space for a childcare program that meets the needs of and supports children aged 6 mo.- 4 years of age and the adult caregivers working in the center and meets the state health and safety standards for childcare settings. Explain this design to the steering committee with drawings, models, maps and written descriptions of the space, including any alterations and construction needed, estimates of costs for these alterations with a focus on frugal quality.
3. Detail equipment and materials needed to equip and supply this childcare program to include furniture, appliances, toys and supplies. Include a monetary estimate for purchase or acquisition of them.
4. Develop a staffing plan for the center to ensure that there are two caregivers present with children at all times and that supports the needs of the physical and mental health of the adult staff. Make plans based on the need for meeting department of labor standards for staff breaks and for necessary caregiver training and meetings. Consider the need for an administrative position to address enrollment, record keeping for children and families as well as for staff training and meeting time. Consider different potential constellations of staffing to appropriately cover the caregiving hours of the center and provide staff breaks, training time, administrative time and staff meeting and planning times.
5. Develop a plan/schedule for the training needs of the Caregiving staff and substitutes. Find the optimum balance between Waldorf philosophy and state licensure requirements and develop training plans to support the staff of this unique program. Ensure that state training requirements in the realm of health and safety are met within philosophical bounds. Ensure that staff training with models like Lifeways or Sophia's hearth, which are long-term, sometimes multi-year trainings, are supported, financed and scheduled.
6. Caregivers are expected to work to deepen their understanding of the very early childhood curriculum through the anthroposophical study of human development and the evolution of human consciousness, through discussion with colleagues and attendance of courses and workshops. And to maintain an awareness and an interest in educational and learning developments going on outside of (or parallel to) Waldorf education.
7. Develop an oversight and support plan for the center staff, based on the existing committees and entities of PRWS. Determine who oversees and governs the childcare center in accordance with established patterns and systems within PRWS. Determine which

meetings of the school (Early Childhood section, Administrative section, Faculty meeting, etc.) should members of the childcare staff attend and incorporate these additional hours into the expectation of duties and the compensation plan.

8. Develop a proposed budget plan for the center based on staffing, training, potential tuition income and expenses from function. Develop a food program for the center and determine costs for set up, purchasing and staffing of it. Plan for providing healthy, age appropriate, organic meals and snacks planned, purchased for, and prepared for on the premises. Make a distinction between start up costs and running costs in documentation.
9. Establish enrollment requirements and documentation required for children in the program based on State licensure requirements and PRWS standards and expectations.
10. With support and guidance from the Steering committee, write a marketing document which describes how the proposed PRWS program achieves the health and safety requirements of state licensure and, yet, has determined not to become licensed for philosophical/educational reasons. Detail the philosophical deviations from licensure as positive points. Point out where the PRWS program goes beyond the licensing requirements and is a beautiful hybrid of meeting the physical and spiritual needs of young children in accordance with Waldorf philosophy.

Skills and knowledge:

- Knowledge and understanding of anthroposophy and the picture of human development in seven year cycles it presents.
- Knowledge and understanding of the Waldorf early childhood curriculum and pedagogy.
- Experience or training in working with state child care statutes and licensure standards.
- Experience and/or training in working with young children and families. Ability to meet the training expectations and guidelines recommended by WECAN for early childhood programs.
- Ability to work independently and with initiative.
- Good written and oral communication skills.
- Healthy cooperative team building skills.
- Work with consensus and conflict resolution guidelines as outlined in the school handbooks.
- Ability to work in an organized and timely manner and be punctual.
- Good meeting and mediation skills
- Ability to work collaboratively, be objective, and value confidentiality
- Demonstrate healthy personal hygiene.

Qualities:

- Ability to work artistically and creatively with the education for the young child.
- Compatibility and interest in community.
- Demonstrate warmth, humor and honesty.
- Professionalism in speech, dress and manner.
- Interest in self-development of skills that support the very early childhood curriculum and good working relations.

- Cultivates flexibility and open-mindedness
- Self-motivated, honest and ethical

Work Schedule:

The Program developer will work for 15 hours per week over a term of thirteen weeks or approximately 3 months. Program developer will meet with the steering committee on a bi-weekly basis over the term of employment to share the progress being made and the challenges encountered. Developer will track and record the focus of their work hours each week to assist the steering committee in understanding which aspects of the tasks of the position are most time consuming and where most effort is needed. The hours recorded will be shared with the committee in the bi-weekly meetings. At this meeting the program developer may request advice, guidance and support and receive direction. There will be a point of contact person from the steering committee established who can be contacted between meetings should more frequent contact be needed. At the end of the term the steering committee will make a recommendation to the board to a.) extend the term of the Program developer position to enable completion of their designated tasks, b.) cancel the childcare proposal as not feasible and cancel the term employment of the program developer or c.) to move forward with the childcare program and move to hire a Program director and teacher-caregivers to implement the business plan, prepare the environment and undertake training . If the Childcare program developer is interested in employment in the childcare program as a director/trainer or caregiver, they would need to apply for that position to begin after the term of the developer position has ended.

Salary and benefits:

This is a part time, term position paid on an hourly basis. The Program developer position is for 15 hours per week at a rate of \$12 per hour for up to a term of thirteen weeks or approximately three (3) months at which time the position will be evaluated. There are no benefits with this position.

Evaluations will be performed by the steering committee and overseen by the Board.

Draft prepared by Mary Christenson, 4/22/19

Updates to draft by Martha Buche 5/7/19