

**Attendance Requirements:**

- ◆ Morning Position: Monday - Friday, 7:45am - 1:15pm
- ◆ Afternoon Position: Monday - Friday, 11:30am - 3:30pm
- ◆ Meet with the lead teacher one hour per week
- ◆ Be available to attend kindergarten specific in-services
- ◆ Assist with Kindergarten Mornings (open house)
- ◆ 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 training is required

**Responsibilities to the Curriculum:**

- ◆ Assistants are 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 trainings may be requested through the Personnel Committee and subject to available funds for professional development.

**Responsibilities to Colleagues and Parents:**

- ◆ Strive to develop and maintain a healthy and respectful relationship with colleagues, parents, and children. Should difficulties arise, follow the guidelines in the handbook.
- ◆ Be acquainted with all school procedures, policies, and emergency procedures.

**Responsibilities in the Class:**

- ◆ Support 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, cleaning after lunch, setting up the room for rest time, and weekly cleaning of the stove/refrigerator.
- ◆ Guide the children at the snack table with blessings and short stories while the lead teacher dismisses children when their parents arrive.
- ◆ Demonstrate healthy personal hygiene and wash hands frequently.
- ◆ Participate in circle songs, verses and finger plays with enthusiasm.
- ◆ During the school day the assistants and lead teachers are always supporting one another. 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, clean up after snack, wipe surfaces, wash toys, and cubby areas. The assistant might be asked to utilize a fog machine to disinfect the room, bathroom, and the hallway.

- ◆ Strive 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.
- ◆ Care for the children alone while the lead teacher takes a break.
- ◆ When the lead teacher is absent, the assistant may step into the lead teacher position while a substitute is assisting.
- ◆ If approached by parents regarding problems and concerns pertaining to a child or the class, direct the parent to speak with the lead teacher.
- ◆ Dress appropriately to the mood of the kindergarten. Clothing should be simple in colors and patterns and allow for freedom of movement. Apron, inside shoes, a watch, and appropriate seasonal outerwear are necessary.

**Qualities and Skills:**

- ◆ Bachelor's degree from an accredited college is preferred
- ◆ 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 the ability to work as a 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

**Compensation and Benefits:**

- ◆ 10-month hourly position
- ◆ Please inquire about hourly rate
- ◆ 24-hour accident insurance is available
- ◆ Paid Time Off (PTO) days are offered each year and based on FTE. PTO can be used for school breaks, sick days, weather closings, or as requested and approved two weeks in advance
  - Morning Position (59% FTE): 38 hours of PTO offered each year
  - Afternoon Position (40 % FTE): 28 hours of PTO offered each year
- ◆ Partial tuition remission available for the morning position only
- ◆ Evaluations are conducted by the Personnel Committee