

**Attendance Requirements:**

- ◆ Monday - Friday, 10:50am-2:50pm (three movement classes and lunch recess duty)
- ◆ 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 childhood development.
- ◆ Untrained assistants will be mentored 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, Class, and Parents:**

- ◆ Strive to develop and maintain a healthy and respectful relationship with colleagues, parents, and children.
- ◆ Be acquainted with all school procedures, policies, and emergency procedures.
- ◆ During the school day the assistant and lead teacher support one another.
- ◆ When the lead teacher is absent, the assistant may step into the lead teacher position.
- ◆ If approached by parents regarding problems and concerns pertaining to a child or the class, direct the parent to speak with the lead teacher.

**Qualities and Skills:**

- ◆ Holds a bachelor's degree from an accredited college
- ◆ Enjoys working with children
- ◆ Has good communication skills
- ◆ Expresses a warm and calm presence
- ◆ Has the ability to work as a team and respects the lead teacher's decisions
- ◆ Displays professionalism in speech, dress, and manner
- ◆ Shows interest in self-development of skills that support the movement program

**Compensation and Benefits:**

- ◆ 9-month hourly position
- ◆ Please inquire about hourly rate
- ◆ 24-hour accident insurance is available
- ◆ 24.5 hours Paid Time Off (PTO) are offered each year. PTO can be used for school breaks, sick days, weather closings, or as requested and approved two weeks in advance
- ◆ Evaluations are conducted by the Personnel Committee