

Attendance Requirements:

- ◆ Afternoon Position: Monday - Friday, 11:30am - 1:15pm
- ◆ 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.
- ◆ Untrained assistants will be mentored, evaluated, and trained by the lead teacher.

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.
- ◆ If approached by parents regarding problems and concerns pertaining to a child or the class, direct the parent to speak with the lead teacher.

Responsibilities in the Class:

- ◆ Assist with the transition from outside and then back inside (bathroom and dressing assistance, as needed)
- ◆ After lunch clean-up: clearing the table, sweeping, and washing dishes
- ◆ Setting up the classroom for rest time
- ◆ 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

Compensation and Benefits:

- ◆ Hourly rate begins at \$12 per hour, pending education and experience
- ◆ 24-hour accident insurance is available
- ◆ Evaluations are conducted by the Personnel Committee