

# WALDORF SCHOOL OF BALTIMORE

## Waldorf School of Baltimore Job Description

**Position:** Children's Garden Assistant Teacher

**General Description of Post:** The Children's Garden (CG) Assistant Teacher works with and supports the Lead Teacher in delivering a nurturing Waldorf early childhood program during the morning and afternoon. He/she plays an important role in helping create and maintain a healthy classroom environment of routine, order, and cleanliness.

**Authority:** The CG Assistant Teacher has the authority to:

1. Carry out the responsibilities of the position as described below.
2. Inform a Lead Teacher or the Academic Director of problems and issues which may interfere with the ability to carry out the responsibilities below.

**Responsibility:** The CG Assistant Teacher is responsible for working in the morning and afternoon programs.

Broad areas of responsibility are as follows:

### Morning program

1. Follow and support the Lead Teacher in all classroom activities.
2. Participate in class activities: craft, eurythmy, discipline of children (with direction from the Lead Teacher), preparation of seasonal gifts and craft activities, and the maintenance of the classroom environment and equipment - making needed repairs where possible during the school day.
3. Lead the children with certain activities such as baking, handwork and craft activities, and snack preparation.
4. Lead responsibility for the domestic needs of class, e.g. making snack, keeping an inventory of food items, details of clean up.
5. Dismiss children to parents/guardians as directed by the Lead Teacher. Referring parental questions and inquiries to the Lead Teacher.
6. Classroom set-up/clean-up as needed in consultation with the Lead Teacher during spring/fall work weeks.

### Afternoon Program

1. Work with Lead Teacher or Assistant Teacher to prepare the lunch room/s, assist in preparation of nap-time atmosphere, including laying out nap cots and mats, and putting them away at the end of nap.
2. Follow and support the afternoon nap teacher in all activities, including assisting children with bathroom and/or diapers.
3. Sharing in afternoon craft activities in class, disciplining of children with direction from the lead teacher and maintaining the environment and equipment.

### General other duties and expectations

1. Lead the class in its daily rhythm during the teacher's absence, including having a prepared story and finger games to lead the children in the teacher's absence.
2. Assist with class activity and outreach events that may include community workday, parent meetings, open houses, mini-mornings, festival setup/take down. The Children's Garden Lead Teachers will determine these hours.
3. Adherence to school procedures and policies, as described in the Faculty Handbook, at all times.
4. Attending work weeks in June and August.
5. Attendance at Departmental Children's Garden meetings and Full Faculty Meetings – set in advance.
6. Attendance at appropriate trainings/conferences as agreed with the Lead Teacher and/or the Academic Director.
7. Attendance at advisor meetings with the Lead Teacher.
8. Arranging for a substitute<sup>1</sup> when you have a planned absence, and informing the Lead Teacher and the office immediately in the event of an unplanned or emergency absence.

### Attitude and motivation

1. Developing collegueship with all fellow teachers and staff.
2. Working with empathy and cultivating a sense for the higher self of each child, student, parent, and colleague in the school.
3. Familiarizing and/or deepening an understanding of the Waldorf program and anthroposophy.

**Accountability (supported by and reports to):** This position reports to and receives support from the nominated Lead Teacher and the Academic Director.

**Belongs to:** the Children's Garden division, attending CG meetings and Full Faculty meetings.

### **Nondiscrimination statement**

The Waldorf School of Baltimore does not discriminate on the basis of sex, race, color, religion, sexual orientation, or national or ethnic origin in the administration of its educational program, admission policies, financial aid policies, employment practices and other school-administered programs.

---

<sup>1</sup> A list of WSB substitutes is available.