



Job Description

Date: October 2015

Position: Early Childhood & Forest Aftercare Assistant Teacher (Nursery and Kindergarten)

General Description of Post: The Early Childhood & Forest Aftercare Assistant Teacher provides afternoon care for Children's Garden children and delivers the WSB Forest Aftercare program for Nursery and Kindergarten children.

This position is part-time (33 hours per week), 5 days per week, from 11:45am – 6:15pm. Additional hours will be required for full or half day aftercare when the school is closed for classes (for example during parent/teacher conferences). These days are set in advance. The position pays \$13 - \$17 per hour depending on education and experience.

Authority: The Early Childhood & Forest Aftercare Assistant Teacher has the authority to:

- Carry out the responsibilities of the position as described below.
- Inform the Children's Garden Chair of problems and issues which may interfere with the ability to carry out the responsibilities below.
- Inform the Forest Aftercare Coordinator of problems and issues which may interfere with the ability to carry out the responsibilities below.
- Supervise the work of the Aftercare Teacher and other assistant/s as needed.

This position will focus on Strategic Goal C of the WSB Strategic Plan – Program and Faculty development: Refine, mature, and deliver a consistent, high quality, and accessible classroom program guided by AWSNA and WECAN principles.

Responsibility: The Early Childhood & Forest Aftercare Assistant Teacher is responsible for:

- Assisting with lunch and lunch room arrangements.
- Assisting with nap and nap room arrangements.
- Assisting in dismissal for day program children and Forest Aftercare children.
- Deliver the Forest Aftercare program for the Nursery and Kindergarten children.
- Communicate effectively with parents and CG Teachers (as directed) to ensure an integrated experience for each child in their extended care and school experience.
- Helping to maintain the environment and equipment of the classroom used with a particular responsibility for the rooms used by the Forest Aftercare program.
- Developing collegueship with fellow teachers and staff.
- Adherence to school procedures and policies, as described in the Employee Handbook, at all times – including arranging for a substitute when you are unable to be present, and informing the Children's Garden Chair and Forest Aftercare Coordinator of absences as directed in the Employee Handbook.
- Carrying our any other duty as required.

Accountability: (supported by and reports to): This position reports to the Children's Garden Chair and Forest Aftercare Coordinator and receives support from the Executive Director.

Personal qualities, knowledge, and skills needed:

- Knowledge of early childhood development. Though not a requirement, it is desirable that the teacher has familiarity with Waldorf pedagogical practices.
- Well organized, with good written and verbal communication skills.
- Experience leading early childhood and early elementary children.
- Strong interpersonal skills working with parents and colleagues.
- Ability to model a calm demeanor for the children and create an environment that supports for rest and quiet
- Enjoys being outdoors in all weather conditions. Knowledge of outdoor activities and ability to engage in gardening and nature walks.

Belongs to:

Children's Garden Faculty Meetings and Full Faculty Meetings

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.

List of specific duties and tasks associated with this position

Lunch duties:

- Help set up/clear-up the lunch room
- Eat Lunch with the children and guiding them in proper lunchtime behavior.

Nap duties:

- Assist in preparation of nap-time atmosphere, including laying out nap mats, and putting them away at the end of nap.
- Lead the children into a quiet period where they can rest their bodies and digest the experiences they had in the morning.

Liaison with CG teachers

- Act as a liaison between the morning teachers and parents in order to integrate the experience in extended care with the rest of the child's school experience.
- Communicate with the CG teachers regarding student issues and general experience in the Extended Care Program

Dismissal

- Assist in dismissal for children going home from the CG day program and transitioning those children going into aftercare.
- Dismiss children when their parents come to pick them up and maintaining clear, cordial, timely, and professional communication channels with parents as appropriate.

Extended Care:

- Plan and prepare snack for or with the children staying for extended care.
- Plan and execute a rhythmical program for the children who stay after rest, which includes self-directed play, art, crafts, and outdoor activities (walks, gardening, self-directed play, etc.).
- Identify and communicate to the Forest Aftercare Coordinator /Executive Director any equipment, facility or other physical needs for the Extended Care Program.