

Kindergarten Assistant Immediate Opening



Prairie Hill Waldorf School invites qualified applicants to apply for the position of either full or part-time Kindergarten Assistant. The ideal candidate will have prior teaching experience with children who are 4-6 years old. The assistant will work collaboratively with the Lead teacher as well as the other assistants and teachers in the Early Childhood department. If hired as full-time, the assistant works Monday –Friday, up to 40 hours per week within the 7:45 AM to 3:45 PM school day. If hired as part-time, the assistant would work either 2 or 3 days per week within the school day.

PURPOSE FOR THIS POSITION:

The Kindergarten Assistant Teacher will provide support to the Kindergarten Lead Teacher in establishing a daily rhythm in the classroom that fosters imaginative play.

The following qualities would be an asset to the position:

- Composure – responds to information and situations in a self-controlled manner
- Approachability – puts others at ease and shows receptivity to message being delivered
- Joy and Humor – used appropriately to maintain a positive environment
- Adaptability – flexible style, possesses the ability to change or be changed to fit circumstances, adjusts with ease
- Collaboration - seeks and enlists active participation of others
- Ethics and Integrity – possesses strong set of core values and beliefs consistent with the goals of Waldorf Education

KEY REQUIREMENTS FOR THE POSITION:

- Bachelor's Degree or equivalent combination of education and work experience.
- Knowledge of Waldorf and ability to work within Waldorf guidelines and our early childhood tenets and polices.
- Strong communication and conflict resolution skills.
- Willingness and proven ability to work in a community environment.

RESPONSIBILITIES INCLUDE:

- Assist in setting up morning classroom and snack.
- Join lead teacher outdoors with children
- Observe children, allowing events to unfold without interference unless needed to ensure safety
- Assist in preparation of lunch
- Assist children in preparation for outdoor play
- Oversee outdoor play and work
- Lead children in preparation for bathroom and rest, through soothing songs, stories and gentle massage
- Help children to rise and clean-up from rest time
- Attend weekly Early Childhood mentor meetings and monthly department meetings
- Support the lead and afternoon assistant as needed

If you are interested please submit a cover letter and a resume listing background, training, experience, and three references. Please send your resume to Jeanne Ring, Administrator.

