



## **24.10 JOB DESCRIPTION: EARLY CHILDHOOD ASSISTANT TEACHER** **(Three Day Program)**

Time required on school premises: 8:00 am to 1:30 pm

### **Overall Objective:**

Support the Early Childhood Teacher in bringing the Early Childhood curriculum, in accordance with the understanding of the human being, as developed through Anthroposophy. The Early Childhood Assistant works collegially in the classroom and the community to support the mission of the school.

### **A. Classroom Responsibilities:**

The Early Childhood Assistant is responsible for the following:

1. Support EC Teacher to bring the EC curriculum; be familiar with all daily verses and songs.
2. Strive to create reverence and the right inner and outer gestures for the children to imitate.
3. Take care to support EC teacher in providing a loving, secure, and healthy environment for the children.
4. Supervise children at all times.
5. Support EC Teacher in providing a clean and tidy classroom environment.
6. Be responsible for classroom snack supplies and daily snack preparation.
7. Communicate regularly with EC Teacher regarding student observations.
8. Attend all EC parent evenings.
9. Attend all PT conferences.
10. Substitute for EC Teacher when needed.
11. Refer to the Early Childhood Handbook regarding cell phone use.

### **B. School/Community Responsibilities:**

1. Attend EC meetings as often as possible, especially all relevant child studies.
2. Be available at pre-arranged times during vacation to assist the EC Teacher with the preparation of the classroom when needed.

3. Commit to continuing education by attending lectures, workshops, conferences and faculty study in order to deepen one's understanding of Waldorf pedagogy.
4. Participate in peer review, observations, regular peer meetings, and self-evaluations as listed in contract.
5. Attend festivals.
6. Participate in all faculty professional development days.
7. Attend workdays before and after the student school year as required.
8. Serve on Faculty committees. First-year teachers are excused from this responsibility. It is understood that beginning in the second year of employment, the teacher will become progressively more involved in committee work. The College will recommend committees for staff members to join.

**Hiring (and termination):** This is done by the College of Teachers and HVWS Board of Trustees, as outlined in the Teacher Search Guidelines for hiring and Staff Development Guidelines for termination. Preference in hiring for this position will be given to candidates who have completed the Waldorf Early Childhood Teacher Training.

**Supervision & Evaluation:** Conducted as outlined in the Staff Development Committee Guidelines.