

6/19/16

Suncoast Waldorf School

Early Childhood Educator

Nap & Aftercare Teacher Job Description

The Suncoast Waldorf School is located in Palm Harbor, Florida on the Gulf of Mexico, surrounded by beaches, bays, wetlands, spring-fed rivers, and lakes. The Tampa Bay area includes the metropolitan cities of Tampa, St. Petersburg, and Clearwater offering art galleries, performing arts centers, theater, museums and many parks.

The school opened in 1998 with a kindergarten and now we offer pre-kindergarten through 5th Grade. We offer German, Spanish, Handwork beginning in the 1st grade and violin beginning in the 4th. We enjoy sunlit classrooms, wonderful play yards, spreading oaks, and a friendly "talking porch." Our parent body is supportive and involved, working enthusiastically with the Board of Trustees on fundraising and festivals.

The Early Childhood Nap and Aftercare teacher will have the responsibility for guiding up to ten children from 3 through 6 with a consistent after school rhythm congruent with Waldorf philosophy, and using Waldorf methods. Hours are from 12:30 until 6:30 p.m., Monday through Friday.

Requisites:

- Diploma in Early Childhood Education
- A minimum of 3 years' experience working with children in an educational setting
- A deep commitment to Waldorf principles and interest in self-development
- Good interpersonal/communication skills and a desire to contribute to the school through festivals and committee work.

Essential duties and characteristics include:

- ✓ eating lunch with the children and providing a comfortable space for nap time
- ✓ guiding the children through clean up after nap
- ✓ supervising the children on the playground after nap
- ✓ properly releasing the children to parents at pick up at 2:45 p.m.
- ✓ preparing snack table for children in after care
- ✓ maintain a consistent, weekly rhythm for children enrolled, including both safe indoor and safe outdoor activities which engage all the children
- ✓ experience working with children of ages 3 – 6 years
- ✓ dependability
- ✓ knowledge of and adherence to the school's policies regarding social inclusion and discipline (no bullying, sassing or exclusionary behavior allowed)
- ✓ a kind and measured voice when dealing with children and parents

Responsibilities include:

- ✓ arrival at 12:30 p.m. to prepare snack for 2:45 p.m. after care
- ✓ maintain accurate attendance records and turn in daily to Aftercare Program Coordinator
- ✓ care of the play equipment and managing the behavior of the students
- ✓ producing weekly activities list for review by Aftercare Committee Chair or Administrator during the week prior to the activities taking place.

Non after-care related duties:

- ✓ reporting to the Administrator any concerns or issues regarding the workings of the school
- ✓ reporting to the Bookkeeper as to hours worked monthly

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The person who will be successful in this job is organized, patient, knowledgeable of the Waldorf principles and able to work respectfully with the students individually, with the parents, and with colleagues in the school. A mentor and training is available to applicant.

Compensation is an hourly wage of \$12. Employment contracts are issued annually, extending from August – July.

Reports to: Administrator/Aftercare committee Chair

Signed: _____ Date: _____