



## Children's Garden – Afternoon and Aftercare Assistant Teacher

**General Description of Post:** The CG Afternoon and Aftercare Assistant Teacher works with and supports the Lead Teacher and Aftercare Coordinator in delivering a nurturing Waldorf early childhood program during the afternoon, from the hours of 12pm-6pm.

They play an important role in helping create and maintain a healthy classroom environment of routine, order, and cleanliness. The assistant teacher will work both inside the classroom and outside, on the playground and in the forest every day.

**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, Aftercare Coordinator or the Academic Director of problems and issues which may interfere with the ability to carry out the responsibilities below.

**Responsibility:** The CG Afternoon and Aftercare Assistant Teacher is responsible for working in our afternoon programs. Broad areas of responsibility are as follows:

### 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.

### Aftercare Program

1. Work with the Aftercare Coordinator to deliver a Forest Aftercare program (Additional hours will be required for full or half day aftercare when the school is closed for classes during the school year. An example is during parent/teacher conferences.)
2. Prepare and serve healthy snacks for Forest Aftercare students
3. Maintain the spaces used by our program
4. Communicate with Aftercare Coordinator, Lead Teachers, and parents to ensure an integrated experience for each student

### General other duties and expectations

1. Assist with class activity and outreach events that may include community workday, parent meetings, open houses, mini-mornings, festival setup/take down. The Lead Teachers will determine these hours.
2. Adherence to school procedures and policies, as described in the Faculty Handbook, at all times.
3. Attending work weeks in June and August.
4. Attendance at Departmental Children's Garden meetings and Full Faculty Meetings – set in advance.

5. Attendance at appropriate trainings/conferences as agreed with the Lead Teacher and/or the Academic Director.
6. Arranging for a substitute<sup>1</sup> when there is a planned absence, and informing the Lead Teacher, Aftercare Coordinator, Academic Director, 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, Aftercare Coordinator 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.

This hourly position pays \$15-18 an hour depending on education and experience.

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