

JOB DESCRIPTION

POSITION:

Early Childhood Extended Day Assistant

SUPERVISED BY:

**Extended Day Teachers, Lead Early
Childhood Teachers, Child Care Center
Director**

The Extended Day program lasts from 12:00 – 2:45 daily and includes outdoor play, lunch, rest and an afternoon craft activity.

The outcomes to be produced by the Early Childhood Extended Day Assistant include:

- The children and lead caregivers are well supported during their afternoon at school
- By the end of the school year, the assistant has grown in pedagogical capacity

In achieving these outcomes, the assistant may not utilize any method that is inconsistent with Waldorf education methods as accepted by ECS, nor violate any policy of ECS.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the Early Childhood Extended Day Assistant are to:

1. Supervise and assure the safety and security of students (and students of other classes as circumstances may require) during the afternoon program
2. Support the lead teacher in guiding the class through the afternoon rhythm, which includes outdoor play, lunch, rest and a craft activity
3. Receive mentoring as assigned
4. Cooperate with all colleagues, faculty and administrative staff alike, as needed, requested, or assigned by supervisor
5. Perform other duties as assigned

QUALIFICATIONS:

1. Waldorf education interest or experience
2. Warm, caring, disciplined way with children
3. Strong communication, organization, and time management skills
4. Ability to work collaboratively
5. Detail-oriented with strong attention to follow-through
6. Computer literacy desirable
7. Able, unassisted, to lift and carry children up to 50 pounds in weight
8. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
9. Able to work out of doors in all weather
10. Able to work around animals, indoors and outdoors

Received on (date) _____ by (Employee's name) _____

Signature _____