



## **Job Description**

### **AFTERNOON PROGRAM LEAD TEACHER**

**Reports to: EC Chair**

**Overtime Status: Nonexempt**

**SUMMARY:** The Afternoon Program Teacher is responsible for holding the afternoon program from 11:30-5:30pm Monday-Thursday, with possibility to expand to five days, each school week for children in Nursery through Grade 4. This teacher will create a rhythm for an after school experience that meets the children. This includes preparing the environment to create a rest time as well as engaging the children with storytelling, afternoon craft activity and outdoor play.

**HOURS:** Arrive at EC Program at 11:30am and leave when the classrooms are cleaned and ready for the next day (approximately 6:00pm but may be earlier or later depending on enrollment).

Meets with mentor weekly for the first month, then bi-weekly sessions until Christmas. Following Christmas, these meetings will take place on a monthly basis for the remainder of the school year.

(NOTE: if need arises, an emergency meeting can always be scheduled)

The start date for this position begins in the scheduled back to school work week, in order to participate in the orientation and the start of the school year.

**RESPONSIBILITIES:** The following responsibilities are expected by the teacher each day:

- \*Create a warm, home-like environment in which the children can feel comfortable.

- \* Helping the children transition into lunch, rest, snack and outdoor play.

- \*Set up and eat lunch with the children, maintaining form and good manners. Cleans the lunch room and makes certain the lunch room is tidy after use and that the children have cleaned their spaces, both on the table and the area surrounding where they sat for lunch.

- \*Maintain a clean environment; leaving the room(s) and outdoor space prepared for the next day. Bathroom and kitchen areas must be clean and community room rugs are vacuumed. Outdoor equipment (shovels, rakes,etc) are stored away and playgrounds are tidy.

- \*Read appropriate books at rest time and consciously engage with the children as this can be a challenging transition for some.

- \*Makes certain all resting mats and pillows/blankets are returned to their proper places.
- \*Prepare snack and activities for the afternoon program beginning at 3pm.
- \*Maintains safety and observes playground rules when outdoors.
- \*Aware of the list of children with allergies and children with no photo policy.
- \* Inventory supplies on a monthly basis and communicate to Operations Manager for ordering.
- \* Attentive to attendance: Responsible for marking attendance and ensuring parents are signing children out at pick-up. Communicate with office about drop-ins and attendance limits in afternoon program.
- \*Any issues with children and or parents should be discussed with EC Chair to create a shared understanding.

#### **MINIMUM REQUIREMENTS:**

- \*Teachers should have completed the Waldorf Early Childhood Teacher Training or have enrolled in an early childhood program with an interest in Waldorf education and curriculum.
- \*Teaching experience working with young children required.

#### **Skills/Characteristics:**

- \*Enthusiasm for working with children
- \*Familiarity in working within the Waldorf early childhood model
- \*Experience working with children, especially this age group
- \*Understanding of the need to be an appropriate role model for children and parents
- \*Responsible for good communication skills, and copying EC Chair on ALL communications. (this includes parent concerns and update/informational letters)
- \*Able to work collaboratively with others
- \*Joyful presence and demeanor
- \*Proven ability to work professionally and maintain confidentiality when dealing with challenging situations
- \*Proven ability to work with staff and families from diverse backgrounds
- \*21-plus years of age
- \*Reliable transportation

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:** Must pass state of Maine Child Abuse Check and Maine Criminal Record Check and background clearance.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical abilities described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is

regularly required to talk or hear, is frequently required to sit, stand, walk, use hands and fingers and is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds. Close vision is required for detail work. Required work will take place outside and in a classroom and will frequently be noisy. Working with youth may require exposure to bacterial contamination.

**BENEFITS:**

- Paid personal/sick days; time allotment will be based on number of days worked per week.  
Personal day for each day work (ie. 3 days = 3 personal days)
- 10% remission per day work (ie. 3 days = 30% tuition remission)
- Mentoring - a mentor will be assigned

**SALARY:** \$14.50 an hour; Part-time (27.50 - 33 hours week)