



Kindergarten Assistant Job Description

The Greenwood School community of families, faculty, and staff share a deep commitment to creating a healthy foundation for every student's physical, emotional, social, intellectual and spiritual growth. We offer a rich experiential and academic curriculum from early childhood through eighth grade. Our program cultivates imagination, love of nature and spirit of inquiry. We are looking for a full-time and salaried **Kindergarten Assistant (KA)** responsible for providing support to the Kindergarten Teacher. The KA serves in a support position to the lead teacher in planning and implementing curriculum, communicating effectively with parents and colleagues, and actively participating in classroom meetings and key school-wide events.

The ideal applicant cherishes children, possesses a positive attitude, is receptive to feedback and coaching, and enjoys working collaboratively with others. The Kindergarten is an active and creative setting that requires a strong work ethic, high-energy and an ability to anticipate.

Preferred Qualifications:

- At least 2 years of proven experience working with children in an early childhood educational setting
- At least 12 Early Education units in the following: Child Growth and Development, Child Family and Community, and Preschool Curriculum
- Early Childhood Education and/or teacher training
- Experience or active interest in Waldorf teaching methods for the Kindergarten
- Health and Safety Training and relevant documentation

Key Responsibilities:

1. Assist the lead teacher with preparation of the environment and activities provided for the children.
2. Provide physical care and emotional support as needed by individual children.
3. Assist in classroom management using positive and age-appropriate approaches.
4. Help ensure safety in the classroom, play yard and bathroom.
5. Help with safe arrival, dismissal and pick-up as needed.
6. Procure and/or prepare snacks and supplies.
7. Maintain high classroom cleanliness standards.
8. Communicate with the lead teacher concerning classroom observations and parent involvement.
9. Attend and participate in parent conferences, key events, festivals, outreach events, etc.
10. Other duties as assigned.

Must be at school and ready by start of the shift. Timeliness is essential. Schedule is approximately 8am-4pm.

Salary:

The position is hourly, full-time and salary is commensurate upon experience.

Please send a cover letter indicating your interest and experience along with your resume to: resumes@greenwoodschool.org. If you'd like to speak directly to our Head of School, Shaheer Faltas, call the school and learn about the Greenwood way (415.388.0495). Applications received by 3/1/19 will receive first priority.

