



Kindergarten Aide / Grades Aftercare Teacher

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 Kindergarten Aide/ Grades Aftercare Teacher responsible for a dual role providing support to the Kindergarten Teacher and providing care and supervision for students in our after school program.

Kindergarten Assistant hours are 12:45 – 3PM – Mon-Fri

Aftercare Teacher hours are 3:15 – 6PM – Mon-Fri

Preferred Qualifications:

Proven experience working with children

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

The ideal applicant loves being with children, possesses a growth mindset, is receptive to feedback and coaching, and enjoys working collaboratively with others. We desire someone with a positive, proactive, helpful, and cheerful disposition.

Key Responsibilities: Kindergarten Aide

1. Must be at school and fully in position, ready by start of the shift. Timeliness is essential.
2. Assist in all areas deemed necessary by the Teacher, including but not limited to: • Taking attendance. Signing children in & out of classroom. • Preparing and cleaning up the kindergarten classroom, dishes, wash basins, countertops, etc. • Assisting children with personal items: shoes, jackets, lunches, etc. • Redirecting children as necessary • Taking children on walks at the direction of the lead teacher • Escorting and providing assistance to children in the restroom • Age-appropriate discipline when requested by lead teacher • Cleaning all outside toys, tidying shed areas and locking up for the night • Occasional organization during and after school, summer or holidays to be paid at hourly rate* (when approved by the Head of School)
4. Under the direction of Class Teacher: • Occasionally prepare and/or present a lesson, story, etc. • Help children with conflict resolution and problem solving

Key Responsibilities: Grades Aftercare Teacher

- Responsible, self-starter and quick learner
- Able to create and implement crafts, games and activities for a mixed aged group of 6-12 years old
- Lead/supervise activities and homework help for 1st – 5th grade students
- Excellent communication skills both verbal and written
- Manage up to 12 students in a media free environment
- Prepare and serve snacks

Salary and Hours:

The position is hourly and part-time, approximately 25 hours per week, with occasional extra hours required. 12:45pm – 6:00pm.
Hourly rate of \$20 – 25 DOE.

Please send a cover letter indicating your interest and experience along with your resume to: resumes@greenwoodschool.org or admin@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 first will receive priority as this position starts asap.