

SAN FRANCISCO WALDORF SCHOOL

Nursery Program Aftercare Coordinator (.75 FTE)

Summary:

The Nursery Program Aftercare Coordinator will create a rhythm for an after school experience that meets the children. This includes preparing the environment to create a naptime as well as engaging the children with storytelling, painting, and crafts. The Nursery Program Aftercare Coordinator will supervise up to 3 hourly employees (teachers' aides) depending on the number of children enrolled for the year. (Maximum is 46 children per day). Flexibility, presence and a cooperative spirit are required in order for the children to receive the teachers as a guiding unit.

Duties:

- Create a warm home-like environment in which children can relax and process their school day.
- Observe and recommend specific movement and/or activities for specific children.
- Prepare snack and activities for the afternoon program.
- Order and maintain aftercare supplies and equipment (mats, sheets etc.)
- Coordinate with the business office and parents regarding enrollment, attendance and payment.
- Participate in parent conferences for each child's family which are held at least once a year. All teachers' observations and reflections about the child are necessary to help build the full picture of the child's presence at school. Any issues with the children should be discussed with the morning teachers to create a shared understanding.

Hours:

Arrive at Nursery Program daily at 11:45 a.m. and leave when the classroom is clean and ready for the next day (approximately 6:00 p.m. but may be later). Monthly Nursery meetings: scheduled times TBD

Qualifications:

- Teachers should have completed the Waldorf Early Childhood Teacher Training.
- At least 2 years of teaching experience with young children are required.
- Completed or enrolled in 12 Early Childhood units
- Comply or work on compliance with all state licensing requirements
- Knowledge, awareness and commitment to Waldorf education and philosophy
Enthusiasm for working and being with young children and their families

Benefits and Compensation:

This is a .75 FTE faculty support position. Benefits include medical, dental, flexible spending plans, retirement plan (employer matching after one year), and pro-rated tuition remission for eligible dependents in our N-12 program. Salaries are paid on a 12-month schedule.

Physical Requirements and Work Environment:

- Be able to occasionally lift up to 30 pounds and climb ladders
- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

FLSA Classification: Exempt from overtime

Reports to: Grade School Chair

Hired by: Grade School Steering Committee

Date Modified: April 2019

San Francisco Waldorf School is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We recognize that the range of ethnicities, nationalities, languages, socio-economic backgrounds, sexual orientation, learning differences, and life experiences within our community enhance the school's learning environment, and we are committed to fostering equity and inclusion. All minorities are encouraged to apply.

Please submit letters of interest and resume to jobs@sfwaldorf.org