



Grade School Temporary Kindergarten Three Aide Job Description

This is a temporary, hourly position until February 12, 2021.

Summary:

The Kindergarten Three Aide is experienced in working with young children, ideally in a Waldorf setting. Waldorf teacher training is desired. The Aide will help the Lead Teacher in all aspects of the Kindergarten, including supporting the children's needs and daily preparation and care for the Swedenborgian Church space. All COVID safety protocols will be followed. Much of the day is spent outdoors, including circle, story, and two hiking days.

Responsibilities include:

- Engaging the children outdoors during drop-off
- Preparing the space before the children arrive
- Daily, weekly, and seasonal cleaning and set-up for multiple spaces at the Swedenborgian
- Preparing snacks at home or with the children
- Assisting with craft projects and seasonal gifts preparation
- Stocking and preparing classroom materials (beeswax, drawing and painting paper, laundry, cleaning supplies, hiking backpacks, first aid kits, etc.)
- Procuring materials from Grade School (paper towels, sanitizer, etc.)
- Keeping track of and purchasing snack and craft supplies
- Supporting a gentle, welcoming mood and consistent daily rhythm
- Setting an example for the children through engaging in meaningful activities worthy of imitation
- Additional duties as needed by Lead Teacher

Hours and Meetings:

- Schedule is from 7:30 a.m. to 1:30 p.m. on school days, plus up to 8 hours/week for duties which take place outside of the school day
- Weekly meetings with Lead Teacher
- Occasional Kindergarten and Early Childhood meetings
- Monthly Parent Evenings
- Additional hours must be approved in advance by the Grade School Chair.
- The Kindergarten Aide is welcome and encouraged to attend the faculty meetings on Thursday afternoons, compensated separately at \$25 per meeting.

Qualifications

- Experience working with young children, ideally in a Waldorf setting
- Excellent organizational and communication skills
- Enthusiasm and flexibility
- Comfortable working outdoors
- Waldorf teacher training desired

Compensation

This is a non-exempt, hourly position.

Benefits include San Francisco Sick Paid Sick Leave and San Francisco Health Care Ordinance

Physical Requirements and Work Environment

- Be able to lift 30 lbs.
- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

FLSA Classification: Not exempt from overtime; hourly

Reports to: Grade School Chair

Hired by: Grade School Steering Committee

Date Modified: December 2020

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 send resume and letter of interest to jobs@sfwaldorf.org