

Heartwood Charter School

Assistant Teacher Position

Overview

Heartwood Charter is a growing independent study program serving students in Sonoma and Marin Counties. The Assistant Teacher supports the faculty in accomplishing their responsibilities to support excellent academic achievement.

Description

Early Childhood teachers and assistants at **Heartwood Charter School** work on behalf of the entire school as they often establish the initial relationship a family has with the school. Heartwood teachers are expected to create and maintain a professional program true to the ideals of Waldorf pedagogy. They follow all school policies as indicated in the Employee Handbook and as determined by the Board, Steering Committee and the Administration. The teachers must ensure their program is in compliance with state regulations at all times.

Assistant Responsibilities

- The Assistant teacher should have a passion for Waldorf education, and the personal development and self-reflection to be able to work well in a collegial setting.
- Care for the physical and emotional well-being of the children
- Work with individual children who need guidance
- Foster positive relationships with their colleagues, the children and families
- Know and implement discipline policy set in All School and Early Childhood Parent Handbook
- Be aware of creative play of children, redirect and inspire them as necessary
- Participate in domestic activities joyously
- Care for the physical environment which includes maintaining a beautiful classroom that is clean and orderly
- Enjoy and interact with the outdoors in all weather conditions including frequent hikes
- Maintain needed paperwork
- Hold the order and rhythm of the class in lead teachers absence

Parent Relationships

- The Lead Teacher is the point of contact for parental questions and concerns
- The Assistant Teacher is to maintain a professional relationship with parents and observe strict confidentiality regarding all school, child and family matters
- Assistant Teacher is to encourage and include direct communication with the lead teacher while sharing their own knowledge and experience.

Teacher/Assistant Relationships

- The Lead Teacher will share the daily/weekly rhythms, preview activities, festivals and other special occasions, and instruct the Assistant in ways to support classroom activities.
- The Assistant's primary role is to support the teacher and the children in the way the lead teacher determines.
- Assistant and lead teacher will meet weekly to review, evaluate and share.

Safe and Healthy Classroom Environment

- Ensure that all equipment and materials are appropriate and in good repair
- Ensure that children are in sight of a supervising adult at all times
- Model and uphold safe standards of behavior
- Ensure that cleaning compounds or other potentially harmful materials are kept out of reach of children
- Regularly clean classroom materials and equipment
- Practice good health standards (i.e. Wash hands before food preparation, cover items stored in refrigerator, keep refrigerator no warmer than 40 degrees, sanitize dishes,)
- Prepare food planned by Lead Teacher
- Dress children appropriately for weather conditions

Additional Responsibilities

Work collaboratively with EC colleagues to carry out parent education

Support vision of the Early Childhood Program

Attend Early Childhood Section meetings

Attend all in-services and professional development days as deemed necessary

Work collaboratively with all sections of the school

Help and participate in festival activities

State Licensing Requirements

- Mandatory state reporter of child abuse
- ECE credits and/or Waldorf Training preferred
- Hold a current Child First Aid and CPR card, or receive training before work assignment begins
- Abide by all state licensing requirements

Education and Skills

- Anthroposophical familiarity
- Basic computer skills
- Good communication
- Calm, gentle manner
- Works cooperatively with groups (and individuals)
- Proficiency in handwork (knitting and sewing)
- Musical ability, especially singing
- Some training/education/experience with young children and knowledge of developmental stages
- Hold the rhythm and routine in the teacher's absence with a paid or volunteer assistant
- Manage small groups of children independently

- Must direct concerns through appropriate channels as outlined in the Employee Handbook
- Must be willing to support the Lead teacher's decisions in the presence of children and parents, and bring questions directly to the teacher or EC Section meeting
- Must maintain confidentiality of children, families and school personnel

Schedule

The Early Childhood Assistant Teacher position begins mid- August and is completed at the beginning of June. Please refer to the current year school calendar for specific dates. *we are currently hiring on an ongoing basis, so please apply throughout the year*

Weekly schedule during school year: 7:45am-1:15pm daily + possible aftercare hours (at the discretion of the assistant and the aftercare program)

Section meeting: 12:00 – 1:30 every Friday

Weekly meeting with lead teacher

Festivals and other events which require additional hours:

Lantern Walk – 2 hours

Spiral walk - 2 hours

Open Houses- 2 per year 2 hrs each

Application

To apply for this position, send the documents listed below to:

aimee@heartwoodcharterschool.org

tracy@heartwoodcharterschool.org

- Cover letter of introduction
- Resume
- Biographical sketch
- Three references