



The Mountain School – Aftercare Teacher Job Description

Leads afternoon daycare program; aids with playground supervision during recess time; is supervised by Aftercare Program Lead, reports to Director.

Responsibilities include:

- Ensuring a smooth transition for children remaining for the afternoon daycare program, according to established procedures
- Arranging a quiet rest time or nap, according to the needs of individual children and in cooperation with parents
- Engaging children in quiet and appropriate activities designed to maintain a relaxed and restful environment.
- Maintaining ongoing communication with the Director and Lead teachers concerning classroom observations and parent involvement; providing input for parent conferences
- Readying children for pick-up at scheduled times; overseeing safe pick-up of all children
- Preparing and serving a daily organic snack for children following rest time
- Accompanying children to bathroom as needed
- Following closing checklist procedures at the end of each day
- Keep track of sign-up sheets and submit to Director at the end of each month
- Organizing and overseeing laundering of children's bedrolls by their parents during school vacation periods and by the aftercare teacher before the start of the school year.
- Works together with other Aftercare Teacher for the care and maintenance of the room

Providing necessary documents and accepting licensing reports from Community Care Licensing (CCL) when the director or morning program staff are not present.

Qualifications:

- 12 Early Childhood Education (ECE) credits, completed or in process
- Waldorf Teacher Training, completed or in process
- CPR and First Aid Certification (reimbursed by The Mountain School)

Hours: 11 am to 6 pm

\$35/hour, non-exempt position

Please send resume and cover letter to:

Katie McKee, Director

[The Mountain School](http://www.mountainmountainschool.org)

director@marinmountainschool.org

