



NURSERY PROGRAM ASSISTANT

Job Description

This is a three-quarter time, exempt faculty position - .75FTE

Summary:

The Nursery Program Assistant is a trained Waldorf Early Childhood teacher or currently enrolled in the Waldorf Teacher Training Program. The assistant should understand nursery school life as well as have an interest in the school as a whole. In order to create a harmonious environment, flexibility, presence, and a cooperative spirit are essential for the children to receive the teacher and assistant as a guiding unit.

Responsibilities include:

- Holding the class with a sense of order and rhythm
- Attending to the physical, emotional, and mental needs of the children
- Creating and maintaining classroom mood
- Supervising indoor/outdoor play, clean –up time, bathroom, hand washing, etc.
- Caring for and preparation of classroom materials
- Planning and preparing weekly snacks and keeping track of snack supplies
- Organizing and carrying out special activities and helping with craft projects
- Participating in circle time by learning and sharing seasonal poems and songs and stories

Hours and Meetings:

The Nursery Assistant will be in school from 7:45 a.m. to 2:00 p.m. every weekday and on selected weekend hours before and/or after holiday breaks for cleaning and new seasonal set-ups.

The Assistant is expected to attend weekly Nursery meetings, weekly Grade School faculty meetings, monthly Early Childhood meetings, and quarterly all-faculty meetings. Attendance at these meetings helps the Assistant become an integral member of the faculty. The meetings also help provide a shared plan for our work together and with the children.

The Nursery Program Assistant will help the teacher in the preparation of the classroom at the beginning of the school year and in the clean-up at the end of the school year.

The Assistant needs to be present at parent evenings, enrollment events and at parent teacher conferences when needed.

Qualifications:

- Waldorf Teacher Training completed or in progress
- 12 Early Childhood Education units (ECEs) completed or in progress

California law requires fingerprinting and TB Assessment. Nursery Program teachers need to comply with the requirements set forth by the State of California licensing standards (Early Childhood Education coursework, CPR training and required vaccinations).

Benefits and Compensation:

This is a .75 FTE exempt position with full benefits including medical, dental, flexible spending plans, retirement plan (employer contributions begin after one year of employment), and pro-rated (.75) 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 lbs.
- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

FLSA Classification: Faculty; Exempt from overtime

Reports to: Grade School Chair

Hired by: Grade School Steering Committee

Date Modified: September 2021

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.

SFWS asks all employees to proactively commit to diversity, equity, and inclusion; personal improvement; and service to the SFWS mission, bringing energy and excitement to serve the students, faculty, and families of the school.

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