

THE WALDORF SCHOOL OF MENDOCINO COUNTY  
POSITION DESCRIPTION 2021-22

# Early Childhood Program Class Assistant

**Hours/Schedule:** Monday – Friday 8:15am – 1:30\*pm  
\*Some days will end at 2:30

**Classification:** Non-Exempt

**Reports To:** ECE Class Teacher & Administrator

**Responsibilities:**

- Assists the ECE Class Teacher in working with the children, presenting the ECE program and supervising the children.
- Works regularly with the ECE Teacher for guidance.
- Maintains healthy relationship with students, parents and colleagues.
- Helps to ensure the health and welfare of each child. Reports and accidents, injuries, illness or behavioral difficulties observed in class to the teacher. Ensures all school policies, guidelines & rules are followed while caring for students.
- Strives for a thorough understanding of child development as indicated by Rudolf Steiner. Attends mentoring session with ECE Teacher once per week.
- Helps to keep classroom tidy and cleans classroom at the end of the day.
- May assist ECE Class teacher with record-keeping duties
- May participate in afterschool festivals & events as well as the study & artistic portion of weekly faculty meetings.
- Maintains professional conduct and appearance

**Preferred Qualifications:**

Waldorf training or other substantial experience with Waldorf education  
Prior experience working with young children  
A commitment to Waldorf pedagogy  
Strong communication skills  
Flexibility, sense of humor, warmth of soul & spirit  
Early Childhood Education credits