



## Open Position

<b>Title:</b>	<b>Handwork Assistant</b>	<b>Supervises:</b>	<b>N/A</b>
<b>Reports to:</b>	<b>Grade School Director</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>When Needed:</b>	<b>2021–2022 Academic Year</b>	<b>FTE:</b>	<b>Part-time, Academic Year</b>

Seattle Waldorf School is seeking an engaging, competent, and compassionate Teaching Assistant to support our Handwork program. We are looking for someone who can work effectively as part of a team, and independently. We need an educator who understands best practices in education support, who is interested in collaborative and multidisciplinary approaches, and who is passionate about teaching elementary aged students. We are looking for staff and faculty who share our belief that a culturally rich and inclusive school community provides students with the best possible environment for a quality education. Salary is competitive with independent schools. Seattle Waldorf School offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

### Who We Are:

At Seattle Waldorf School, students become creative problem-solvers—imaginative thinkers who journey toward intellectual excellence, human compassion and artistic skill. Our modern curriculum is rooted in tradition—for children 18 months to 18 years. We lead students on a joyful journey that fosters critical thinking, synthesis and creativity. We are privileged to employ some of the most highly trained Waldorf teachers in the country. Founded in Seattle in 1980, we are the only Preschool–Grade 12 Waldorf School in Washington.

**Our Mission:** Daily we strive to inspire learning, courage, and joy in the developing human being.

**Job Summary:** Support the Grades 1–8 Handwork program tasks and responsibilities

### Specific Responsibilities:

- Supports the lead handwork teacher in preparing materials and assisting in classroom instruction for 13 hours/week
- Supports and communicates effectively with students both individually and in small groups
- Maintains communication and collaboration with colleagues
- Models a culture of flexible, continuous learning for students
- Establishes and cultivates community relations by maintaining open and candid dialogue with all of the school's constituencies
- Is familiar and complies with all policies and regulations as put forth in the school's documents
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials and facilities
- Performs other duties as assigned

*This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

**Education & Experience:**

- Bachelor's degree from an accredited 4-year college or university preferred
- Waldorf Teaching Certificate preferred
- 3+ years' experience teaching in a classroom environment preferred
- Advanced degree and State Teacher Certificate preferred
- Experience in a Waldorf school preferred
- Culturally Responsive Teaching experience preferred

**Required Knowledge, Skills & Abilities:**

- Commitment to excellence in teaching, parent education and dialogue, self-development, and collegial cooperation
- Maintains confidentiality
- Able to work with student both individually and in small groups
- Strong organizational skills
- Excellent written and verbal communication skills
- Ability to work in a hands-on team environment
- Possessing a level of cultural competency necessary for working with a diverse population in an inclusive and equitable community
  - We have a diverse student body, and we want all our teachers to have the skills necessary to ensure that their classrooms are safe, inclusive places for everyone
  - We seek a teacher who is aware of the racial, socio-economic, gender, and other inequities present in education, and actively works to eliminate these in the classroom
- Ability to work efficiently in a Microsoft Windows or Mac environment using Office, Google Suite, common automated systems for record keeping, and confidently learn new technology
- Ability to maintain confidential information
- Ability to work, communicate, and collaborate well with all levels of faculty and staff
- Ability to work and communicate well with students and their parents
- Flexibility, maturity and a sense of humor
- Ability to lift up to 30 pounds
- Ability to travel locally (field trips)

**To Apply:** Interested candidates should respond immediately by email with a letter of interest, resume, and employment application, available on the school website at: <http://www.seattlewaldorf.org/careers/>

Thank you for your interest in Seattle Waldorf School and this position. Position open until filled. No phone calls or drop-ins please. [www.seattlewaldorf.org](http://www.seattlewaldorf.org)