

Open Position

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| Title: | Early Childhood Assistant | Supervises: | N/A |
| Reports to: | Head of School | FLSA Status: | Non-exempt, hourly |
| When Needed: | 2023 – 2024 Academic Year | FTE: | 30+ hrs/wk, Academic Year |

Seattle Waldorf School is seeking an experienced, engaging, and compassionate educator to be a part of our early childhood program. We are looking for someone who can work effectively as part of a team and independently. We need a classroom assistant who wants to learn best practices in teaching, who is interested in collaborative and multidisciplinary approaches, and who is passionate about caring for young children. 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. Founded in Seattle in 1980, we are the only Preschool–Grade 12 Waldorf School in Washington. At Seattle Waldorf School we are committed to creating a community that is inclusive for all faculty, staff, families and students, especially those who have been impacted by racism and oppression, and to create a culture that supports racial equity by changing our existing systems and practices.

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

Job Summary: Provides respectful care for children while working under the director of a lead teacher

Specific Responsibilities:

- Cares for Preschool or Kindergarten children and the classroom 8:00 a.m. - 3:00 p.m. or 12:00-6:00 p.m. Monday - Friday
- Develops a classroom environment that is welcoming to all, nurturing and takes into the consideration the needs of every child and family individually
- Creates an atmosphere conducive to rest
- Researches, implements and discusses with morning teachers classroom management strategies
- Recommends maintenance and repairs as needed
- Observes and communicates student behaviors to class teachers and Early Childhood Pedagogical Chair
- Reports all concerns to Early Childhood Pedagogical Chair
- Meets weekly with team of class teachers
- Attends monthly Early Childhood Faculty meetings and College Meetings
- 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
- Complies and is familiar with all policies and regulations as put forth in the school's documents
- Engages vigorously in professional development through teacher in-services, Preview Days, Review Days, and conferences as determined in conversation with the Early Childhood Pedagogical Chair
- Takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials, and facilities since safety and security are everyone's responsibility
- Responsible for the sign-out system and training the parents to use it accordingly
- Responsible for cleaning daily
- 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.

Preferred Education & Experience:

- Bachelor's degree from an accredited 4-year college or university
- Experience teaching in a classroom environment
- Experience in a Waldorf school
- Commitment to diversity, equity, and inclusion required
- [DCYF Staff Requirements for Child Care Centers](#) required*

**Candidates who do not have the required degree/certificate may be considered with a commitment to complete them within a specified length of time from start of employment.*

Required Knowledge, Skills & Abilities:

- Commitment to excellence in teaching, parent education and dialogue, self-development, and collegial cooperation
- 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 and communicate 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 work outside in all weather
- Ability to climb stairs
- Ability to travel locally (field trips)

If that sounds like you, we would love to hear from you.

Hourly Rate of Pay: \$26 - \$29 per hour

Benefits: Please see our [Benefits Summary](#) which outlines the generous insurance, leave, and other benefits provided for SWS employees

To Apply: Interested candidates should respond immediately by email to careers@seattlewaldorf.org 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