

MINNESOTA WALDORF SCHOOL
JOB DESCRIPTION

07/08/10

Position Title: Assistant(s) After-Care
Responsible To: After-Care Mentor
Wage: \$13/hour
Hours/week: 3:20pm – 5:45, Monday – Friday; or 3:20-5:00, Monday - Friday
Classification: Part-time

Summary of Position: The primary responsibility of the assistant after-care teacher is to make sure that the experience is positive for the children who attend and the activities follow the pedagogy of the school, ensuring the supervision and safety of all the children.

PRIMARY TASKS & RESPONSIBILITIES

- Supervise the children enrolled in the after care program
- Carry the cordless phone to be available for calls and to be able to call for emergencies or assistance
- Planning, securing and preparing a healthful afternoon snack for children
- Planning, securing supplies for and overseeing regular activities
- Supervising and guiding assistants for after care
- Keeping accurate records of children attending and days/hours to be reported to Business Manager
- Check in daily with supervisor to report any concerns, accidents, or other critical information to ensure good communication and oversight of the program
- Filling out incident reports and following up with parents on any injuries or behavioral problems
- Making sure that the areas used are clean and returned to original condition
- Assist in checking to ensure all doors to both school buildings are locked at the end of after-care

OTHER TASKS & RESPONSIBILITIES

- Staff relate to all children and youth in positive ways
- Staff respond appropriately to individual needs of children and youth
- Staff encourage children and youth to make choices and to become more responsible
- Staff use positive techniques to guide the behavior of children and youth
- Ensure children generally interact with one another in positive ways
- Ensure staff and families interact with each other in positive ways
- Ensure the program's indoor and outdoor space meets the needs of children
- Report any site or facility problems to the Building Manager
- When available and it doesn't interfere with after care, assist as needed when other issues come up in the school and help is needed

SKILLS & QUALIFICATIONS

- Knowledge of Waldorf education and practices
- Relate well to children between four and 14 years of age
- Training and knowledge of youth supervision
- First Aid and CPR training