



## After-School Teacher Job Description

*Time required on school premises: 12:00pm to 5:30pm*

### **Overall Objective:**

To support families by providing care to EC and Grades students of HVWS.  
The After-School Teacher works to support the mission of the school.

### **A. Classroom Responsibilities:**

The After-School teacher is responsible for the following:

1. Work with the After-School Coordinator to implement an afternoon and late afternoon rhythm.
  - a. Set out children's lunches to encourage gratitude for the meal.
  - b. Provide a healthy afternoon snack.
  - c. Lead with appropriate verses for gratitude towards snack, games and engaging activities.
  - d. Create a supportive mood for the grades children to do homework.
  - e. Create a supportive mood for the children to rest.
2. Take great care to provide a loving, secure and supportive mood for the children.
3. Strive to create reverence and the right inner and outer gestures for the children to imitate.
4. Supervise children at all times.
5. Manage after-school programmatic needs and supplies and budget.
  
5. Work with the Aftercare staff to ensure a smooth transition to the Late Care program.
6. Ensure and coordinate smooth pick-up procedures of the parents.
7. Make sure the facility is clean, tidy and ready for the Morning program to begin.
8. Work with children to foster a clean and tidy environment in the classroom.
9. Cell phone usage is for emergency purposes only.

### **B. School Responsibilities:**

1. Participate in review and evaluation as listed in the contract.
2. Communicate questions, concerns and observations to the After-School Coordinator.
3. Familiarize yourself with teacher recommended material that studies the development of the human being as understood in Waldorf Education.
4. Follow the regular after-school program as developed by the After-School Coordinator.
5. Participate in review, evaluation, and mentoring as listed in the contract.

### **Hiring (and termination):**

By the College of Teachers and HVWS Board of Trustees, as outlined in the Teacher Search Guidelines for hiring and Staff Development Guidelines for termination.

Preference in hiring for this position will be given to candidates who have completed the Waldorf Early Childhood Teacher Training.

### **Supervision & Evaluation:**

Conducted as outlined in Staff Development Committee Guidelines.

4/4/2019