



Mancos Valley Dragonfly School

7844 Road 41 Mancos, CO 81328
mancosdragonflyschool.org
970-533-9838

Kindergarten Assistant Teacher 2024/25 (Waldorf/Lifeways inspired curriculum)

Pay: \$15 to \$17 per hour, paid every two weeks

Contract Hours: Monday through Thursday – This position could be mornings only (8am-12:30pm), afternoons only 12-4:30pm, or full days (8am-4pm). In mornings, your role would be Assistant to the morning Lead Teacher. In afternoons, your role would transition to co-leading a rest time routine in the afternoon and facilitate afternoon class activities with the other afternoon Teacher. If a full day, there will be a 30 minute paid break given in the middle of the day. Explained more below.

Required whole Faculty Training is the last two weeks of August.
School year starts Tuesday, September 3rd– ends May 30th, 2025

Additional outside class time includes weekly (or as needed) meetings with the Lead Kindergarten Teacher, every-other-week Wednesday faculty meetings from 4:30 to 6:30, and some curriculum planning and preparation time.

Role: As the Kindergarten Assistant Teacher you will create a professional, peaceful, loving and respectful environment for students, families and staff in the following ways:

- In the morning, Support the Lead Teacher as needed to provide a healthy, nurturing, creative and respectful environment for each child, and follow our daily rhythm. This may include specifically assigned tasks and will also require taking initiative when needed. Assisting Lead teacher with behavior management and child engagement during group activities, transitions, and when working with individual children
- In the afternoon, Plan, prepare, and implement the Kindergarten afternoon program in collaboration with other afternoon teacher, with oversight and assistance from Kindergarten Lead Teacher.
- Helping to create a classroom environment in accordance with school mission and vision, following principles of Waldorf Pedagogy, and maintaining age appropriate environments and materials.
- Fostering clear, warm, and welcoming communication with parents and other teachers through daily interactions and meetings at drop off and pick up.
- Supporting each child's social, emotional, physical, and academic growth while providing a healthy, nurturing, creative and respectful environment.
- Communicating your objective observations of the children to the Morning Lead teacher. Assisting the Lead teacher with written reports, and student documentation and



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portfolios; as needed.

- Documenting any and all accidents and incidents, communicating these accidents/incidents to the Class Teachers and/or parents, turning in the accident/incident form to the school director.
- Participating in weekly meetings with the full Kindergarten teaching team, or as needed.
- Participating in weekly faculty meetings, perhaps to be combined with classroom team meetings on Wednesdays.
- Participate in and help prepare for school seasonal festivals, events, and celebrations.
- Helping to maintain a tidy classroom: The Assistant's role is to support the daily classroom flow and rhythm by keeping the room tidy, helping to prepare snacks, and cleaning up after meals. Additionally, Afternoon Teachers are expected to tidy up the classroom at the end of the day, including cleaning the classroom and bathroom. Classroom should be left ready for school the following morning, and the Teacher may be asked to help set up the classroom for the next day's activities.

Desired Qualifications include:

- Waldorf teaching experience ideal, otherwise Early Childhood classroom experience
- Understanding of Waldorf Pedagogy, and interested/willing to study and learn with our faculty
- Ability to work cooperatively with colleagues and parents
- Reliability and consistency
- Strong interpersonal and communication skills
- Adaptability to changes
- Possess a warm, friendly, joyous demeanor
- Ability to take initiative
- Compliance with all early childhood teacher requirements and licensing regulations.