

Employment Opportunities

Maine Coast Waldorf School does not discriminate on the basis of race, religion, gender, sexual orientation and national or ethnic origin in the administration of its educational programs, hiring, self-government, admissions, financial aid and all other school-related activities.

Full-Time, One-Year High School Math Teacher for the 2019-20 School Year

(posted 04/16/19)

Preferred applicants would have an undergraduate or advanced degree in mathematics, technology or engineering. We especially welcome applicants who have completed (or who are in the process of completing) Waldorf Teacher Training. This position primarily includes both block and skills classes in upper level mathematics (Calculus, Pre-Calculus, Algebra, Geometry and Statistics) with challenge-oriented students. Additional responsibilities include chaperoning student trips, various in-school supervisions, and teaching an elective (determined by candidate's background). Applicants must be committed to collaborative work with colleagues and families, as well as to working in an environment that fosters the education of the whole human being.

Salary and Benefits: This is a benefits-eligible position with medical and disability coverage, a retirement plan, and financial support for professional development. Our base salary is competitive with other independent schools and recognizes advanced degrees, teaching experience, and Waldorf training.

To Apply: Please send a letter of introduction, your resume, a brief biography, and three letters of recommendation to jobs@mainecoastwaldorf.org.

Early Childhood Assistant Teacher (posted 05/13/19)

General Summary: Provide support to Lead Teacher(s) in implementing an Early Childhood curriculum consistent with the indications given by Rudolf Steiner and the principles of Waldorf Education, while satisfying the school's standards for competence and effectiveness in teaching.

Essential Job Responsibilities include, but not limited to:

- Be a supportive caring presence in accordance to our philosophy of child development for the children in our care
- Provide support to Lead Teacher(s) in creating appropriate environment and program to early childhood children
 - This work will be determined and clearly communicated via the Lead Teacher
- This may include food preparation for snack and/or lunch
- Provide classroom and program support according to the requests of the Lead Teacher
- This may include assisting children with "bathrooming", changing diapers, getting dressed for outside, etc
- Maintaining classroom and supply room tidiness and orderliness to support the program(s)
- Clean and prepare rooms/spaces for the next school day, includes but not limited to: vacuuming, dish washing, food preparation and storage, dusting, laundry
- Greet and monitor early/late arrival/dismissal children
- Participate in secondary duties such as substitution, outside coverage, early/late duties as described in the weekly schedule chart
- Support the Morning/Afternoon Programs as described in the weekly schedule chart
- Know, represent and uphold the school's rules and standards for conduct for yourself and the children
- Participate in weekly mentoring and/or Early Childhood Meetings (which may occur after school hours)

- Work cooperatively and support other EC faculty and the department as a whole. Be an upstanding, integral member of our community.

Approximate Working Hours:

- 7:45-3:30 Morning Assistant / 10 or 11:30-3:30 or 5:30 Afternoon Assistant
- Additional Hours:
 - Early Childhood Department Meetings – 3:30-4:30 1 day per week
 - Full Faculty Meeting 4:30-5:00 – 1 day per week (unpaid and optional)
 - School Festivals & Fairs as needed including but not limited to:
 - Michaelmas Gardening Day, Fall Fair, Lantern Walk, Winter Garden, May Faire, etc.
 - Parent Evenings – up to 4 per year
 - Faculty In-Service Work Days
 - Professional Weeks Prior/Post School Year – 30hrs. plus meetings

To apply: send cover letter, resume, and 2 letters of to jobs@mainecoastwaldorf.org

First Grade Afternoon Teacher (posted 05/13/19)

This is a LEAD-ASSISTANT position. The teacher will work to support the goals of the first-grade teacher by leading an appropriate afternoon program for first graders. It is an hourly position with a maximum of 12 1/2 hours per week, 12:30 until 3:00, Monday through Friday. Some hours are required before the school year begins in order to set up space, attend to program needs, and to meet with the first-grade teacher. This position is not an internship although the teacher may find that he or she learns quite a bit by observing the rhythm the class teacher has set out for the children. An afternoon teacher wishing to apply for other jobs within the school is free to do so, but with the understanding that there is no “training track” for a full-time position at the school. Send cover letter, resume, and 2 letters of reference to jobs@mainecoastwaldorf.org.

Development Coordinator (posted 04/24/19)

General Statement of Responsibilities: The Development Coordinator works primarily with the Development Director and with other members of the Administrative Team as needed to manage all aspects of the school’s database(s) regarding charitable donations, and donor, alumni and volunteer engagement, in support of the School’s fundraising and community engagement efforts.

Compensation: This is a half-time position, approx. 5 hours per day (8am – 1 pm) from early September to July 4, paying \$15-\$18/hr. Applicants must provide or arrange their own transportation.

Primary Responsibilities:

Oversee the implementation and adoption of two major Initiatives:

- Oversee the adoption and implementation of a **new development software program**.
- Working with the Development Cmt and a **new continental alumni platform**, create an alumni relations outreach plan and follow through with all communications aspects of the plan (social media campaign, print and e-newsletters, P2P initiatives, and other outreach messaging.)

Annual Development tasks and responsibilities also include:

- Database management of all charitable donations associated with the Annual Appeal, Auction, and a number of other smaller annual fundraisers as well as any future Capital Campaign projects.
- Responsible for generating, filing and mailing donor acknowledgement letters and end of year reports.
- Working with the Finance Office, periodically reconcile the development database with the school’s accounting database (Quickbooks) to ensure accuracy between the databases.

- Using the new development software, and working with the Development Director, track rsrvps, attendance, volunteer engagement, and volunteer potential
- Support development and cultivation events, like Grandparents Day, Alumni Receptions, Major Donor Events, and some school events by using the database to generate name tags, spreadsheets and other reports that are needed.
- Using all available social media and school communication platforms, keep the development database updated for all donors and school community members.
- Manage and oversee the development database and budgeting needs related to the Auction, including an online bidding platform, a silent and live auction, raffle, and other fundraising components of the Auction.

Skills and Training required:

- A history of previous work duties in which attention to detail, as well as establishing and following systematic and efficient processes was critical.
- Proficiency with technology including Development Databases, the Microsoft suite of products, Google Docs, as well as creative platforms (like Adobe Creative Suite) would be an asset.
- Ability to quickly learn new computer programs / platforms; any experience transitioning a database to a new software program would be an asset.
- Proficient with social media (FaceBook, Instagram) and other professional sites (LinkedIn)
- Experience with online payment options (PayPal, ApplePay, GooglePay, Credit card transactions) as well as transfer of securities would be helpful.

To Apply: Please email a cover letter and resume to development@mainecoastwaldorf.org with *Development Coordinator* as the subject line. In the interest of reducing waste, please do not mail a hard copy of your materials. Interested applicants are encouraged to apply ASAP. We would like to have this position filled by the start of the school year.

Assistant Caretaker (posted 04/24/19)

Responsibilities: Responsible for daily cleaning of high school hallways, bathrooms, and classrooms, and other areas of the school, as needed. Assists the caretaker with the general maintenance of school buildings, grounds, and equipment.

Tasks include:

- Providing janitorial services throughout the high school, including sweeping, mopping, dusting and cleaning bathrooms and common areas, and other buildings as needed.
- Maintaining walkways, parking areas, playground equipment/materials, fields, trails and gardens.
- Painting and assisting with simple carpentry repairs.
- Stocking supplies and maintaining order in storage facilities.
- Providing support for major events of the school, including but not limited to: assemblies, plays, Circus Smirkus, May Faire, Fall Fair, Auction, and outside rental of school buildings. This includes assisting with parking and set up/clean up in Community Hall.
- Assisting in fire drills and monthly life-safety inspections of fire extinguishers and emergency lights.

Skills Desired:

- Janitorial experience.
- Knowledge of general repairs, maintenance, cleaning techniques and other buildings and grounds related skills.
- Some carpentry skills are a plus.
- Ease with use of hand tools and power tools, tractors, lawn mowers, etc.
- Clear communication skills.

- Interest and willingness to work patiently with students on defined tasks.
- Comfortable working on an extension ladder.
- Excellent safety training and practice.

Job Classification: Full-time, year-round position, with variable summer hours. Hours are from roughly noon to 8PM during the school year. Some weekend work during major school events is required. Hourly rate to be determined and will be based on experience.

To Apply: Please send a letter of introduction, your resume, a brief biography, and two recommendations to jobs@mainecoastwaldorf.org.

FOR ALL POSITIONS

- A completed application will include: A letter of interest, brief biography, resume, and three references. Please submit to jobs@mainecoastwaldorf.org
- All employees need to pass a background check, including fingerprinting and must possess the legal right to work in the United States.
- Maine Coast Waldorf School is an affirmative action and equal opportunity employer. People of color and others underrepresented in our community are encouraged to apply.

Maine Coast Waldorf School is a full member of:

