

## 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.*

### **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](mailto:jobs@mainecoastwaldorf.org)

## **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](mailto: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](mailto: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:

