

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.

Passenger Van Driver Needed Part Time for 20/21 School Year (Posted 8/10/2020)

Approximately 20 hours per week, minimum, to drive the morning and afternoon route for student pick up and drop off.

School begins August 26, 2020—start date would be sooner for orientation.

Hours: 6:00–8:00am and 3:00–5:00pm, Monday-Friday minimum

Compensation: \$16–18.00/hour, commensurate with experience.

Responsibilities

- Conduct pre-trip vehicle inspections to ensure safe operation
- Drive a school route, picking up and dropping off student passengers at established stops on route (Freeport to/from Cape Elizabeth/South Portland)
- Conduct post-trip vehicle inspections
- Attend and participate in safety meetings, as required
- Clean bus as necessary to maintain professional appearance
- As requested or desired take field trips, activities

Qualifications

- State-Required Drivers License. CDL not necessary for this vehicle size but having one with passenger/bus endorsement may make additional hours available to you—we can discuss!
- Demonstrated proficiency in the operation of assigned vehicles.
- Candidates must be at least 21 years old with 3 years personal driving experience and a clean driving record.
- Be able to pass a DOT physical, pre-employment drug test, driving history, and criminal background check.

To apply: Send Letter of Interest, resume, and list of three references to jobs@mainecoastwaldorf.org

Early Childhood Assistant Position (Posted 8/10/2020)

Summary: Maine Coast Waldorf School is seeking a 5-day Assistant in our Early Childhood Program, starting this August, for the 2020-2021 school year.

Prior background working with young children and open interest in Waldorf education is necessary. Willingness to work most of the day outside under a variety of weather conditions is essential, as our program will be primarily outdoors this year.

Waldorf Early Childhood Certification is not required, but would be a benefit. This is an hourly position, approximately 35 hours per week. This position is not benefits-eligible.

Founded in 1984, Maine Coast Waldorf School serves over 230 children from parent/toddler through high school. We are an accredited Waldorf program with over 40 full time faculty members currently offering: French and German languages, handwork, woodwork, instrumental and choral music, and movement/games.

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

School Nurse Position for SY20/21 (posted 06/23/2020)

Summary: Assesses students requiring the direct services of a registered nurse. Prepares health care plans for involved students and supervises the implementation of required health care procedures.

Salary and Benefits: Full-time salaried position at \$45,000–\$50,000; Benefits include health insurance and retirement plan, and 80% tuition remission for children attending the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Helps develop and oversee training and/or implementation of health-related policies and procedures
- Administers medication and treatment prescribed by physicians.
- Conducts parent meetings and maintains liaison between physicians, parents and staff.
- Makes recommendations to primary care physician regarding student health issues.
- Maintains up-to-date cumulative health records on all students requiring

nursing intervention.

- Assumes authority, in the absence of a physician, for the care of a student who has suffered an injury or emergency illness.
- Administers first aid in accordance with established first aid procedures.
- Implements board policy on exclusion and regarding admission of students in connection with infectious and contagious diseases.
- Assists school personnel in maintaining sanitary standards in schools.
- Prepares reports as required by Dept. of Education, Department of Human Services and Business Director.
- Helps in the formation of school health policies, goals, and objectives.
- Prepares a budget for school health needs.
- Arranges for the exclusion of students in connection with possible infestations and contagious diseases.
- Monitors current immunization level of all students as required by Maine law and communicates immunization requirements to school community in general and specific to individual students/faculty.

Additional DUTIES AND RESPONSIBILITIES.

- Other duties may be assigned.
- Functions in accordance with the Standards of Professional School Nursing Practice, the Nurse Practice Act, and Federal and State statutes that impact school nursing practice.
- Provides information to the School Committee and school administrators as they develop school health policies and procedures.
- Provides health-related training to school personnel.
- Provides preventive health services to students including health education, screening, consultation and referrals.
- Provides nursing assessments and nursing diagnoses and develops plans of care for students needing health and nursing interventions.
- Implements interventions within the plan of care directly, through delegation, or through the provision of oversight and coordination to other responsible staff based on consideration of health, safety, and welfare of the student.
- Coordinates in-school health care with the student's primary care physician, the school-based health center, and other providers/staff as necessary and appropriate.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's or Associate's degree in nursing. Experience with children.

CERTIFICATES, LICENSES, REGISTRATIONS: License from the State of Maine to practice as a Registered Nurse and proper Department of Education certification

A completed application will include:

- A letter of interest, brief biography, resume, and three references.
- All employees need to pass a background check, including fingerprinting and must possess the legal right to work in the United States.
- Current State of Maine Criminal Records Check (CHRC) certificate
- 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.
- Please submit to jobs@mainecoastwaldorf.org Position open until a suitable candidate is found.

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Maine Coast Waldorf School is a full member of:

