

THE WALDORF SCHOOL OF MENDOCINO COUNTY
POSITION DESCRIPTION 2021-22

Kindercare Provider

Hours/Schedule: Monday – Friday 12:45 –5:45pm (or as needed)

Classification: Non-Exempt

Reports To: ECP Director & Administrator

Responsibilities:

- Plans and carries out daily activities appropriate to aftercare, which may include nap, activities, outdoor & indoor play, snack. May be responsible for planning and purchasing snack supplies.
- Works regularly with the Faculty Liaison or ECE Teacher for guidance.
- Maintains healthy relationship with parents of children in aftercare.
- Ensures the health and welfare of each child. Maintains and keeps accessible emergency and pick-up information for each child as provided by office. Ensures all school policies, guidelines & rules are followed relative to the children in aftercare.
- Maintains accurate daily attendance records for the program using the provided tablet and software.
- Cleans and locks room used for aftercare at the end of the day. May be responsible for securing the campus and setting the alarm system if last to leave campus.
- Maintains professional conduct and appearance

Preferred Qualifications:

Child Development Education units as required by law (for licensed program)
Waldorf training or other substantial experience with Waldorf education
Prior experience as childcare provider
A commitment to Waldorf pedagogy
Strong communication skills
Flexibility, sense of humor, warmth of soul & spirit

Qualifications for Licensed Programs:

- Must meet California Department of Social Services Community Care Licensing requirements for Fully Qualified Teacher – 12 ECE units
- CPR Training (provided)