



Mancos Valley Dragonfly School

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

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

Pay: \$15-17 an hour DOE - position is hourly, paid every two weeks

Contract Hours: The Assistant Teacher is expected to be at school Monday through Thursday, from 8 am (or whenever Lead Teacher determines the teaching team should start in the morning—around 7:45 or 8) to 4 pm (or until closing duties are finished).

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

Children in Assistant's care will be 2 through 4 years old, and no more than 13 in the class

Additional outside class time includes weekly (or as needed) meetings with the full Preschool Teaching team, every-other-week Wednesday faculty meetings from 4:30 to 6:30, and some classroom preparation/cleaning as needed (with assistance from and oversight by Lead Teacher).

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

- Supporting the Lead teachers 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. You will be expected to assist the Lead teachers with behavior management and child engagement during group activities, transitions, and when working with individual children.
- Supporting each child's social, emotional, and physical growth while providing a healthy, nurturing, creative and respectful environment.
- 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, among other tasks/direction given by Lead Teachers.
- Fostering professional, warm, and clear communication with parents and other teachers through daily interactions at drop off and pick up.
- Helping children take a nap/rest in the afternoon program. For children not napping in the afternoon you will be expected to help provide quiet afternoon class activities like drawing or outside time.
- As needed, communicate your objective observations of the children to the Morning



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Lead Teachers. You may assist the Lead teachers with written reports, and student documentation and 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 in a timely manner.
- Participating in weekly meetings with the full Preschool Nursery teaching team.
- Participating in weekly faculty meetings on Wednesdays
- Participating in and help prepare for school seasonal festivals, events, and celebrations
- Tidying up the classroom at the end of the day will be Assistant's role, with the help of other afternoon teachers, including cleaning the classroom and bathroom. Classrooms 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/or 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. See below for more information.

Colorado Licensing Regulations paperwork and Requirements:

- We will request the standard job paperwork
- Background check
- Fingerprinted
- First Aid
- State required trainings: Standard Precautions Training, etc
- And a few more!