



Grade One Assistant

Position Title: Grade One Assistant

Reports to: Grade One Lead Teacher

Overall Position Objective

The Grade One Assistant supports the Grade 1 Teacher in the classroom by providing close supervision of individual children or groups of children and assisting with various learning activities. This role also includes helping with classroom preparation, cleaning, and supporting the student's academic, social, and emotional development. Additional responsibilities may be assigned by the Lead Teacher to ensure the smooth operation of the classroom.

Primary Duties & Responsibilities

1. Classroom Assistance

- Support the Lead Teacher during main lesson activities, painting, crafts, and other subjects.
- Actively support students' academic, social, and emotional needs throughout the school day.
- Record and discuss observations of students as requested by the Lead Teacher.
- Prepare and organize materials for class activities, including handwork and painting supplies.
- Provide individual support to students when needed.

2. Classroom Maintenance

- Assist with cleaning the classroom and guiding students in completing their classroom chores.
- Support the Lead Teacher in maintaining the cleanliness and organization of the classroom, including disinfecting surfaces and materials.

3. **Special Activities & Events**

- Assist with curriculum-related activities such as field trips, festivals, assemblies, and celebrations.
- Participate in planning and facilitating parent evenings (approximately three per year) to help parents understand the Waldorf curriculum and child development.

4. **Additional Responsibilities**

- Step in as a substitute teacher when required.
- Contribute to pedagogical child studies as part of the faculty.
- Perform designated recess and administrative duties in addition to classroom responsibilities.
- Liaise and coordinate with faculty and administration to support classroom and school needs.
- Participate in professional development and pedagogical faculty meetings (Thursday evenings, 3:45 PM–5:30 PM).

5. **Supervision & Student Interaction**

- Supervise children during regular class hours, lunch periods, recess, and outdoor activities.
 - Eat snacks and lunch with the class to model mealtime behavior and foster connection with students.
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Education, Experience, Skills & Knowledge

● **Required Qualifications:**

- Waldorf Teacher Certificate and/or Bachelor of Education (OCT)/ECE/RECE (preferred).
- CPR and First Aid Certification.
- Minimum of one year of paid experience in an accredited primary school setting.

● **Desired Skills:**

- Experience or familiarity with Waldorf education principles and curriculum.
- Strong interpersonal and communication skills to collaborate with teachers, students, and parents.
- Ability to support the Lead Teacher in creating a warm, nurturing, and developmentally appropriate learning environment.

● **Training:**

- A willingness to study and deepen understanding of Waldorf education and its philosophical approach.
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Working Hours & Compensation

- **Core Hours:** Monday–Friday, 8:00 AM–4:00 PM.
- **Salary Range:** \$35,000-48,000 commensurate with experience and qualifications.

Key Attributes of the Ideal Candidate

- Warmth, patience, and enthusiasm for working with young children.
- Strong organizational and time-management skills.
- A proactive and flexible approach to meeting the needs of the classroom and school community.