

**EXTENDED DAY ASSISTANT TEACHER JOB DESCRIPTION**

**RESPONSIBILITIES IN REGARD TO THE PROGRAM:**

1. River Canyon School Extended Day Assistant Teacher is expected to strive toward understanding the model of child development that underlies the Waldorf curriculum. Extended Day Assistant Teacher will support the healthy development of the children in the Extended Day Program. The Extended Day Assistant Teacher works with the Early Childhood faculty and all Extended Day staff and is responsible for the successful functioning of the program through support, active participation and timely completion of duties. The Extended Day Assistant Teacher supports a healthy environment that allows for nourishment, rest, play, social interaction and study as appropriate in such a way that it meets the needs of the children, with the following considerations:

a. Children’s physical and social skills development

b. In-breathing and out-breathing rhythm

c. A balance of directed activities and inside and outside creative play

d. Presenting the children with age-appropriate activities

e. Imbuing the children in a world of imagination and healthy imitation

2. Extended Day Assistant Teacher will provide support to the Extended Day Teacher Monday-Friday 12:00 – 4:30p.m. The Extended Day Assistant Teacher may not drive any students home or care for students after the end of the Extended Day Program

3. Provide and maintain CPR and First Aid certification, updated personal immunization records, and updated personal health examination report

4. Extended Day Assistant Teacher will perform the weekly shopping (estimated at one hour/week)

**RESPONSIBILITIES IN REGARD TO THE CHILDREN:**

The Extended Day Assistant Teacher shall observe and support the children's physical, emotional, social and conceptual development.

1. Assist with supervision of the children on the playground
2. Support Lead Teacher and Lead Assistant at lunchtime, during, and after naptime
3. Tend to the domestic and artistic life of the classroom
4. Support the atmosphere of security, warmth and joy

**RESPONSIBILITIES IN REGARD TO EXTENDED DAY LEAD TEACHER**

The Extended Day Assistant Teacher will work together with the Extended Day Lead Teacher with honesty, courtesy, warmth and professionalism.

Extended Day Assistant Teacher will work collaboratively with colleagues and provide feedback when appropriate

Attend monthly faculty meeting

**RESPONSIBILITIES IN REGARD TO PARENTS:**

The Extended Day Assistant Teacher will interact with parents with honesty, courtesy, warmth and professionalism, and to promote awareness and understanding of their child's school experience.

Assist in the cultivation of classroom community connection

**RESPONSIBILITIES IN REGARD TO SCHOOL AND COLLEAGUES**

The Extended Day Assistant Teacher is committed to the long term success of the program and will work to support the vision of the board of directors.

1. Engage in continuing professional and personal development

2. Coordinate with colleagues to maintain and organize classroom space

3. Adhere to the policies, procedures and guidelines as established by the Board of Directors