



Woodhaven School in Portland, Oregon is seeking an experienced Assistant Teacher for our preschool and parent-child programs for the 2024-25 school year. Woodhaven is a Waldorf-inspired, parent-run cooperative preschool dedicated to fostering a lifelong love of learning and connection to nature in our children. We have been serving the community for 30 years. Located on a beautiful forested campus, most of the school day is held outdoors. We strive to provide a nurturing and stimulating experience, fostering a lifelong love of learning and exploration, and promoting humanitarian values and environmental awareness.

Responsibilities:

- Assist Lead Teacher in facilitating preschool and parent-child classes
- Lead classes in cases when lead teacher is absent
- Assist Lead Teacher in preparing classroom before children arrive
- Participate in circle songs, movement, stories and artistic crafts
- Assist the children in conflict resolution
- Make and serve wholesome snacks
- Ensure child safety inside and outside the classroom
- Lead additional activities with the children with direction from Lead Teacher
- Assist in cleaning up outdoor and indoor classrooms after class
- Review each class day with Lead Teacher and plan for the next school day
- Provide feedback on behaviors or issues that arise and plan for solutions
- Assist Lead Teacher in craft and curriculum development
- Work closely with co-op families to facilitate administration of school
- Assist with one week of summer camp in August
- Attend all school field trips, meetings, festivals, events and parent-teacher conferences (some during evening/weekend hours)

Qualifications and Requirements:

- At least 1 year of experience nurturing young children in an early childhood education environment preferred
- High school diploma or GED; early childhood education/training preferred
- Cooperative preschool experience preferred, able to work closely with parents who teach and administer the school
- Knowledge in Waldorf education, the creative arts and environmental education
- Passionate about nature and its importance in healthy child development
- Comfortable and confident spending the school day outside, regardless of weather
- Pass federal background check, be registered in the Oregon background Registry, and have current CPR/First Aid certification and Oregon Food Handlers Certification prior to starting date

Job Type: Part time, approx. 28-30 hours a week

Regular Schedule: M-F, 8:30 am - 2 pm. One afternoon class a week from 2 pm - 4 pm optional.

Employment Period: 2024/25 school year, beginning mid-August and concluding at the end of May.

Salary: \$18 - \$20 per hour (depending on experience) with paid time-off, reimbursement for necessary certifications, and additional stipends for mental/physical health and uniform/clothing.

Please note that this position does not include medical insurance or retirement benefits.

For more information or to apply, please send a letter of interest and resume to president@woodhavenschool.com.