

THE VILLAGE SCHOOL

3411 Willamette St

Eugene, OR 97405

JOB POSTING

Memo #26-27-09

Date: 06/25/2026

To: All Qualified Applicants

Job Title: Handwork Assistant

Description: The Village School seeks a part-time Handwork Assistant for the 2026-27 School Year. This position will work with the lower grades for approximately 12-14 hours per week.

Duties:

- Assists classroom teachers by working with students individually or in small groups with hand crafts.
- Provides classroom and instructional assistance to the teacher including but not limited to preparation and cleanup of classroom and surrounding spaces.
- Facilitates the smooth operation of the educational program by attending to details which free the teacher to focus on student support and instruction
- Aids in preserving the unity of classroom by helping students who have difficulty comprehending tasks, following directions, or interacting with other students
- Prepares, disseminates, collects, processes and stores or redistributes classroom materials
- Supports lunchroom, hallway and recess supervision as needed

Qualifications:

- Experience working with children and adults in a positive manner
- Preferred: Knowledge of Waldorf Handwork curriculum including skills in knitting, crocheting, cross-stitch, and various other needle work as well as classroom management skills a plus
- Fingerprint background check
- Willingness to get CPR and First Aid training
- Ability to lift and carry 35 pounds

Starting Salary Range: \$ 20.46 - \$ 22.91 per hour depending on experience with a minimum \$0.65 hour retention bonus for working through June 15 2027. Benefits include our healthy lunch, when in service. Hourly wage scale increases by roughly 3% per year, up to 13 years of service.

If interested, send a letter, completed application, (eugenevillageschool.org/jobs-volunteering), resume, and three references to:

The Village School,

Attn: Handwork Assistant HR Committee

3411 Willamette St., Eugene, OR 97405 or email office@eugenevillageschool.org

Questions to: office@eugenevillageschool.org

Closing Date: **Open Until Filled**

The Village School does not discriminate on the basis of race, color, national origin, sex, religion, age or disability. The Village School is an Equal Opportunity and Affirmative Action Employer committed to workforce diversity and compliance with the Americans with Disabilities Act.