



Circle of Seasons Charter School

A member of the Alliance for Public Waldorf

2026-2027 School Year

Position: Facilities and Grounds Assistant

Circle of Seasons Charter School, a public Waldorf school, seeks a caring, enthusiastic **Facilities and Grounds Assistant** for the 2026-2027 school year.

Circle of Seasons is the first public Waldorf school on the east coast located on a 35-acre wooded campus, overlooking the beautiful Lehigh Valley. In close proximity to both outdoor recreation opportunities (less than 15 miles from the Appalachian Trail and 12 miles from local skiing), the Lehigh Valley offers robust art, music, theater, restaurant, and social amenities. An asset to our community, Circle of Seasons offers Waldorf education in the public setting with excited and committed families from all over the Lehigh Valley and beyond.

At Circle of Seasons, we recognize the value, importance, and challenges that come with attracting and meeting the needs of diverse populations. Candidates for consideration should be enthusiastic, joyful, warm and motivated. We value candidates that possess a deep understanding of child development and a caring disposition. We are eager to welcome to our team a colleague committed to building strong collegial and family relationships and one who is committed to self-development.

Our curriculum includes Fiber and Fine Arts, Woodworking, Games and Movement, Gardening, Music, German, French, and Spanish. Our faculty engages in ongoing professional development, working collaboratively and individually to develop skill in designing instruction and creating classroom experiences that build caring communities.

Essential Job Functions:

- Performs daily inspection of campus/buildings
- Prioritizes and completes grounds/facilities related work orders as assigned
- Assists with grounds/facility repairs, improvements and maintenance
- Assure proper disposal of trash, recycling, and compost
- Works collaboratively with other staff members
- Perform ground maintenance by mowing, weed whacking, sweeping, weeding, picking up trash, etc.
- Transport mulch, soil, and other bulk gardening supplies on the campus
- Assists in summer months with moving classrooms (summer hours subject to change)
- Assists with receiving mulch, soil, and other bulk gardening supplies on the campus
- Move and store school materials, furniture and equipment
- Minor repairs and maintenance
- Completes medium to large-scale grounds/facility maintenance and repair projects
- Identify grounds related issues and needs and coordinate with Director of Plant Operations



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- Identify facility related issues and needs and coordinate with Director of Plant Operations
- Empty trash cans and recycling bins as needed throughout the day
- Ensures building is secure before leaving every night
- Clean the building by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing rooms, vacuuming, washing surfaces, periodically stripping and waxing floors, etc.
- Clean and re-stock restrooms throughout the school day as needed
- Assist with maintaining a safe and clean teaching and learning environment
- Assure proper disposal of trash, recycling, and compost
- Work collaboratively with administrative team and marketing efforts
- Assist Director of Plant Operations with medium- to large-scale building maintenance and repair projects
- Perform other duties as assigned by Circle of Seasons Director of Plant Operations or Designee
- Assist with arrival and dismissal of students

Physical Requirements:

- Prolonged periods standing and walking
- Must be physically able to climb ladders, bend, or crawl in awkward spaces.
- Must be able to lift up to 50 pounds at a time.

Hours are 8:00 - 4:00 Monday through Friday. Meetings, open house events, and festivals outside of these hours may require your attendance.

The starting salary for this position is **\$38,500** and includes participation in the 403b retirement plan and healthcare benefits. Salary may be adjusted for Waldorf experience and schooling beyond Bachelor's level study. Background clearances, physical examination and TB test will be required.

Please forward a letter of interest and resume to hr@circleofseasons.org

Equal Opportunity Policy:

Circle of Seasons Charter School is a public school under the Supervision of the Commonwealth and equal opportunity employer. Circle of Seasons Charter School fully supports a policy of equal employment opportunity in all job classifications and this encompasses recruitment, selection, assignment, promotion, transfer, dismissal, compensation, and training of all personnel.