



## Job Description

### Position: Children's Garden Lead Teacher

#### General Description of Post:

Teach, full-time, a class within the framework of the Waldorf School of Baltimore's philosophy and curriculum. Create a classroom atmosphere where learning, cooperation, kindness, sharing, caring, respect and tolerance are encouraged. Assess progress of students on an on-going basis. Maintain regular communication with parents describing projects, expectations, written progress reports, and special events. Conduct parent-teacher conferences on a scheduled and as needed basis. Participate in all-school and Community events and activities.

**Authority:** The *Children's Garden (CG) Lead Teacher* has the authority to:

- Carryout the responsibilities of the position as described below.
- Inform the Academic Director of problems and issues which may interfere with the ability to carry out the responsibilities below.

**Responsibility:** The *CG Lead Teacher* responsibilities include but may not be limited to:

#### Instructional Environment

1. Planning all daily class schedules/routines
2. Preparing and maintaining classroom, class materials, and class records (e.g. progress reports, child observations, and attendance).
3. Maintaining a clean, orderly, safe, and attractive room.
4. Managing Cost-Center budgets and ensuring tools, equipment and resources are well maintained and replenished as needed.

#### Home/School

1. Engaging families in a professional, articulate and forthright manner.
2. Maintaining regular communication with parents through notices sent home describing projects, expectations, written progress reports, and special events.
3. Planning and conducting regularly scheduled and as-needed conferences and class meetings.
4. Working with the Class Parent and parent volunteers.
5. Completing, well-written, accurate quarterly and interim reports for parents while meeting all deadlines and expectations, as described by the Academic Director,
6. Planning, conducting, and attending regular class meetings and other class activities such as parent nights.
7. Initiating home-visits with new students and current students as necessary before the first day of school, with the flexibility to accommodate parents' and teachers' vacation schedules.

#### Curriculum

1. Working with the Academic Director or delegated others to develop a full curriculum and materials.
2. Following the school curriculum.
3. Planning and integrating artistic, handwork, and movement skills.

4. Planning and executing activities and events suitable to the curriculum.
5. Planning and participating in Festivals as appropriate.
6. Attending/being fully engaged in training and development opportunities as directed and appropriate, including participation in the East Coast WCAN conference.

### **Teachers/Staff/Administration**

1. Work with Academic Director or delegated others, teachers and other staff to make on-going decisions about students and program implementation.
2. Hold regularly scheduled mentoring sessions with Assistant/s as agreed.
3. Attending appropriate regularly scheduled faculty/staff meetings and other Community events such as admissions and outreach activities.
4. Maintaining timely communication with the office providing information about planned events and changes to calendar schedules.
5. Maintain accurate records of money spent on events, classroom materials purchased, and other expenditure.
6. Social get-togethers for parents and students before school begins are encouraged.
7. Serve as a member of Collegium based on Collegium's mandated membership criteria.
8. Serve as representative on School committees and to professional groups on a mutually agreeable schedule.
9. Familiarize and/or deepen an understanding of the Waldorf program and anthroposophy and actively participate in faculty studies
10. Read and abide by the policies, procedures and expectations contained in the Employee Handbook.

### **Personal qualities, knowledge, and skills needed:**

1. Undergraduate degree or equivalent
2. Willingness and ability to develop a range of artistic skills.
3. Effective classroom management skills
4. The commitment and dedication to take up the work to strengthen diversity, equity, and inclusion throughout the school on an individual and collective basis.
5. Willingness to engage in on going professional development in Waldorf training, workshops, and other professional development opportunities
6. To develop and work from an understanding of anthroposophy
7. Ability to work collaboratively with colleagues
8. Strong interpersonal skills to communicate with students, parents, colleagues, and visitors
9. Flexibility, stamina, creativity, patience, and a sense of humor

### **Preferred:**

1. Previous classroom experience
2. Previous experience working in a Waldorf School and/or of completing Waldorf training

**Accountability (supported by and reports to):** This position reports to and receives support from the Academic Director or delegated others as specified.

*The Waldorf School of Baltimore believes that each individual is entitled to equal employment opportunity without regard to race, gender or sex (including pregnancy), color, ethnicity, religion, national origin, disability, genetic information, age, military status, marital status, sexual orientation, gender identity, protective hairstyles, or any other legally protected characteristic. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.*