



## Waldorf School of Baltimore Job Description

### **Position: Handwork Teacher**

#### **General Description of Post:**

The handwork teacher guides students to learn and develop skills in knitting, crocheting, embroidery and cross-stitch, hand sewing, and machine sewing. Additional skills such as felting, braiding, doll-making, dyeing, and weaving may also be introduced. The teacher leads students in the completion of projects that develop these skills, as described in the Waldorf School of Baltimore curriculum and within the framework of the Waldorf educational philosophy.

**Authority:** The Handwork Teacher has the authority to:

1. Inform the Director of Academics of concerns regarding individual students
2. Adapt projects and expectations to meet the needs of individual students or situations
3. Manage the Cost-Center budget

**Responsibility:** The Handwork Teacher has the responsibility to:

1. Provide a developmentally appropriate handwork program for first through eighth grade students that also supports skills being developed in other classes
2. Maintain records of attendance, student observations, and assessments
3. Inform the Director of Academics of any support needed to carry out the responsibilities listed or any concerns and issues that may interfere with these responsibilities
4. Carry out the obligations outlined in the categories listed below

#### **Salaried teacher requirements**

1. Teachers are scheduled to cover up to 24 periods a week depending on full-time or part-time status
2. 16-18 Teaching periods per week
3. Other scheduled periods may include: recess, early arrival, story/rest, committee meetings, or mentoring
4. Other opportunities to help support the program include: community workshops, website and Weekly submissions, Admissions tours, and Outreach events
5. *A new teacher does not serve on a committee during their first year*

#### **Instructional Environment**

1. Plan and lead all handwork classes for first through eighth grade students
2. Coordinate with class teachers as needed
3. Ensure that materials are purchased and equipment is maintained within the Cost-Center budget
4. Maintain a clean, orderly, and attractive classroom
5. Create a safe and differentiated learning environment
6. Arrange for assistance or substitutes as needed
7. Provide lesson plans for both planned and unexpected absences

### **Home/School**

1. Engage families in a professional, articulate, and forthright manner
2. Maintain communication with parents regarding student progress or concerns
3. Schedule any meetings or conferences with students and/or parents as needed
4. Complete well-written, accurate quarterly and interim reports for parents within the time allotted
5. Attend parent evenings, conferences, and other school/community events, as required

### **Curriculum**

1. Implement, review, and develop the curriculum to meet the needs of our current students within the Waldorf educational philosophy and curriculum
2. Plan and teach lessons for grades 1-8
3. Design or alter projects to accommodate varying abilities
4. Attend workshops, training sessions, and development opportunities, as directed and appropriate.

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

1. Attend appropriate regularly scheduled full faculty and departmental meetings and other community events, such as admissions and outreach activities
2. Maintain communication with the office about any schedule changes
3. Maintain accurate records of expenditures for classroom materials
4. Serve as a representative on school committees and professional organizations on a mutually agreeable schedule
5. Familiarize and/or deepen an understanding of Waldorf education and anthroposophy
6. Consider serving as a member of Collegium, when eligible, based on Collegium's mandated membership criteria

**Accountability (supported by and reports to):** the Academic Director.

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

#### **Required:**

1. Undergraduate degree or equivalent
2. Proven competence and proficiency of required handwork 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

*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.*