

THE WALDORF SCHOOL OF MENDOCINO COUNTY
POSITION DESCRIPTION 2022/23

Title: Grades Teacher

Hours/Schedule: Campus Hours: 8:00 – 4:00, M-TH, 8:00 – 2:00 F

Classification: Exempt

Salary/Benefits: WSMC offers competitive wages, annual increments for experience and full tuition remission for qualified children.

Reports to: Faculty & Board via Personnel Committee

Purpose: To continually work toward a deepening understanding of the developing child, particularly out of the spiritual insight of Anthroposophy.

To recognize students as developing spiritual beings, each with individual destinies and unlimited potential, and to educate them with active interest, joy and enthusiasm.

To teach subjects artistically and imaginatively based on the threefold nature of the child, and in support of their physical and spiritual forces.

To strive to enrich the feeling quality of the children's inner lives and to connect their will forces with their awakening thinking capacities.

To work on inner development and strive to improve one's talents and capacities.

To relate in a healthy, life supporting, and responsible manner with the school community (parents, students, colleagues, and alumni), by working together out of one's higher self.

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Responsibilities:

- Prepare classroom for new school year
- Prepare and submit to the College of Teachers by the first day of August meetings, August 16:
 - Syllabus – summary of each block/subject.
 - Block rotation schedule for the school year
 - Parent meeting dates, Wednesday meetings preferred. Meeting dates and times must be coordinated with other teachers in August meetings.
 - Date for Open Main Lesson
 - Field trip dates
 - Class Play date
- Prepare & present a well-planned main lesson each day that meets the school's curriculum guidelines
- Prepare & present up to thirteen periods of well-planned special subject lessons per week
- Prepare class to participate in seasonal festivals
- Maintain classroom in a clean and orderly manner
- Organize & conduct assemblies and/or festivals each year as assigned
- Present a minimum of four parent evenings per year
- Conduct at least two parent conferences with all parents each year and hold additional conferences with parents as requested/necessary
- Maintain written records of student's attendance & progress, and of parent conferences
- Work with Enrollment office and participate in school intake process
- Attend Faculty opening each morning at 8:05 a.m.
- Carry out administrative assignments as assigned by College
- Attend other school events as agreed upon by Faculty, e.g., school festivals, Open House, fundraising & outreach events, Board/Faculty retreats, Annual Meeting, etc.
- Meet a minimum of once per week with mentor, as indicated in Faculty Development Plan or as required by the College of Teachers
- Attend February Teacher Conference
- Complete one workshop per year on Waldorf Education (in preparation for the next year's curriculum)
- Ensure classroom is clean and ready for use for the next year before June 30
- Maintain professional conduct and appearance
- Fulfill any other requirements as agreed upon and outlined in the Employment Contract Addendum and Time-On Document
- Other duties as assigned

Expected Qualifications:

- Waldorf teacher training
- Prior teaching experience
- Bachelor's Degree, or progress towards
- A commitment to Anthroposophy, Waldorf pedagogy and the social ideals that live behind the Waldorf education movement
- Strong communications skills that can be effective in working with students & adults
- Flexibility, sense of humor, warmth of soul & spirit
- Physical & emotional stamina