

# Suncoast Waldorf School

## Class Teacher

### ***Description***

The class teacher, leading her/his class to grade five, models qualities such as self-discipline, creativity, imagination, respectfulness, gratitude, interest in the world, reverence for all things and a willingness to work.

### ***Commitment***

This is a full-time, salaried position for school months. Regular hours are Monday through Friday from 7:45am – 3:30pm, with two afternoon meetings until 5pm weekly. Two weeks should be reserved for before the first day of school and after the last day of school annually.

### ***Desired Skills***

- Completed Waldorf Teacher Training
- A minimum of 3 years experience working with children in an educational setting
- A deep commitment to Waldorf principles and interest in self development
- Good interpersonal/communication skills and a desire to contribute to the school through festivals and committee work.
- Commitment to taking the class through to 5th grade and tentatively into middle school.

### ***Roles and Responsibilities***

#### **Teaching Responsibilities**

- Deliver the Waldorf curriculum according to school standards.
- Organize and supervise curriculum appropriate field trips
- Full-time class teachers are responsible for block scheduling and curriculum planning for Main Lesson and between 9 and 11 extra lessons throughout the week.
- Supervise snack and lunch recess.

#### **Faculty Membership**

- Class teachers are required to attend 2 afternoon meetings per week and actively participate in Faculty committees.
- Volunteer for at least 2 Open Houses per year.
- Uphold mentorship responsibilities as assigned.
- Provide assessments and end-of-year reports within the established deadlines.

#### **Parent Relations**

- Hold regular class evenings for class parents that include a parent education component in addition to class news and field trip planning.
- Provide weekly class updates

- Give appropriate feedback to parents during the 2 Parent-Teacher conferences scheduled for the school year
- Be available to field parent questions or offer parent education topics.
- Set firm guidelines for hours of availability for all modes of communication (i.e. email, texts, phone calls)

### **Admissions and Enrollment**

- Understand the admission and enrollment process and the teacher's role
- Give timely responses to new applicants
- Keep open line of communication with Admissions Director

### **Administrative Tasks**

- Utilize the school assigned e-mail account for all school related communications.
- Be familiar with the school's file sharing system to access meeting minutes and other important documents.

*Revised 4/7/17*