



## Job Description

### Third Grade Class Teacher

#### General Description of Post:

The Class Teacher guides Teach, full-time, a class as described in the Waldorf School of Baltimore curriculum and within the framework of Waldorf educational philosophy. 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, homework, 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 *Class Teacher* has the authority to:

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

**Responsibility:** The *Class Teacher* is responsible for:

#### Instructional Environment

1. Planning all teaching Main Lesson Blocks
2. Planning and teaching language arts and math skills classes, in middle school teaching language arts or math and elective classes
3. Teaching other class teacher periods which may include applied arts, projects, study hall, electives depending on the grade level
4. Guiding and supervising students through their daily class schedule transitions, lunches, snacks and other routines
5. Coordinating classes, academics, trips, homework and other matters with subject teachers.
6. Planning and supervising field trips.
7. Preparing and maintaining classroom, class materials, and class records (academic, reports, and attendance).
8. Maintaining a clean, orderly and attractive room.
9. 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, incident/accident and other reports, and special events.
3. Planning and conducting regularly scheduled and as-needed conferences and class meetings.
4. Working with parent volunteers.
5. Completing, well-written, accurate quarterly and interim reports for parents while meeting all deadlines and expectations.
6. Planning, conducting, and attending regular class meetings and other class activities such all 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 Director of Academics or delegated others to develop a full curriculum and

- materials.
- 2. Following the school curriculum.
- 3. Planning and integrating instruction in artistic skills.
- 4. Planning and executing one play, field trips suitable to the curriculum, overnight camping/field trips.
- 5. Planning and participating in Festivals as appropriate.
- 6. Attending/being fully engaged in training and development opportunities as directed and appropriate.

**Teachers/Staff/Administration**

- 1. Work with Director of Academics or delegated others, teachers and other staff to make on-going decisions about students and program implementation.
- 2. Attending appropriate regularly scheduled faculty/staff meetings and other Community events such as admissions and outreach activities.
- 3. Maintaining communication with the office by posting field trip plans and changes in schedule on calendar.
- 4. Maintain accurate records of money spent on field trips and classroom materials purchased.
- 5. Social get-togethers for parents and students before school begins are encouraged.
- 6. Serve as a member of Collegium based on Collegium's mandated membership criteria.
- 7. Serve as representative on School committees and to professional groups on a mutually agreeable schedule.
- 8. Familiarizing and/or deepening an understanding of the Waldorf program and anthroposophy.

**Salaried teacher requirements**

- 1. Teachers are scheduled to cover up to 24 periods a week depending on full-time or part-time status
- 2. 16-20 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*

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

**Required:**

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

**Accountability (supported by and reports to):** This position reports to and receives support from the Director of Academics 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.*