



Job Description

Position: Children's Garden Lead Teacher

General Description of Post:

A Lead Early Childhood Teacher is a core member of the Waldorf School of Baltimore faculty and leads a full-time class within the framework of the school's philosophy and curriculum. Rooted in Waldorf education and guided by a deep understanding of child development, this teacher cultivates a warm, rhythmic, and secure classroom where young children thrive through imaginative play, practical work, storytelling, and meaningful daily and weekly routines.

A Lead Teacher embraces daily outdoor exploration, seasonal festivals, and hands-on experiences as essential to healthy growth. The classroom atmosphere encourages cooperation, kindness, respect, sharing, and care, nurturing both individual development and a strong sense of community.

The Lead Teacher observes and assesses each child's progress on an ongoing basis and maintains thoughtful, consistent communication with families through email, progress reports, conferences, class meetings, and special events. This role includes active participation in school-wide initiatives and community gatherings, strengthening the shared life of the school while supporting the well-being of every child.

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 and rhythms in accordance with Waldorf early childhood developmental principles.
2. Preparing and maintaining the classroom as a beautiful, intentional learning space, along with class materials and records.
3. Maintaining a clean, orderly, safe, and aesthetically nourishing room environment.

Home/School

1. Engaging families in a professional, articulate, and forthright manner, fostering partnership and trust between home and school.

2. Maintaining regular communication with parents through class news emails, incident/accident reports, and special events.
3. Writing twice-yearly student reports and conducting parent teacher conferences
4. Planning and conducting regularly scheduled and as-needed parent/teacher conferences.
5. Working collaboratively with the Class Parent and parent volunteers to support healthy class life.
6. Completing well-written, accurate student reports for parents while meeting all deadlines and expectations as described by the Academic Director.
7. Planning, conducting, and attending regular class meetings and other class activities such as parent nights.
8. Initiating home visits with new students and current students as necessary before the first day of school, with flexibility to accommodate parents' and teachers' vacation schedules.

Curriculum

- Working with the Academic Director, colleagues, or delegated others to implement a full Waldorf curriculum with supporting materials.
- Following the school curriculum with fidelity to Waldorf pedagogy and developmental understanding.
- Planning and integrating artistic, handwork, and movement experiences as essential elements of the curriculum.
- Planning and executing activities and events appropriate to the curriculum and developmental stage of the children.
- Planning and participating in seasonal Festivals as appropriate.
- Attending and being fully engaged in training and professional development opportunities as directed and appropriate, including participation in the East Coast WCAN conference.

Teachers/Staff/Administration

1. Working with the Academic Director or delegated others, teachers, and staff to make ongoing decisions about students and program implementation.
2. Holding regularly scheduled mentoring sessions with Assistant(s) as agreed.
3. Attending appropriate regularly scheduled faculty and staff meetings and participating in Community events such as admissions and outreach activities.
4. Maintaining timely communication with the office regarding planned events and calendar updates.
5. Managing Cost-Center budgets and ensuring tools, equipment, and resources are thoughtfully maintained and replenished as needed.
6. Social gatherings for parents and students before school begins are encouraged to strengthen class community.
7. Serving as a representative on School committees and to professional groups on a mutually agreeable schedule (first-year lead teachers do not sit on committees).
8. Deepening understanding of the Waldorf program and anthroposophy and actively participating in faculty studies.
9. Reading and abiding by the policies, procedures, and expectations contained in the Employee Handbook.

Personal qualities, knowledge, and skills needed:

1. Undergraduate degree or equivalent.
2. Previous experience working in a Waldorf School and/or Waldorf training or completion of Waldorf training.
3. Willingness and ability to cultivate and develop a range of artistic skills.
4. Effective classroom management grounded in warmth, rhythm, and clear expectations.
5. Commitment and dedication to strengthening diversity, equity, and inclusion throughout the school on both an individual and collective basis.
6. Willingness to engage in ongoing professional development in Waldorf training, workshops, and related opportunities.
7. Desire to develop and work from an understanding of anthroposophy.
8. Ability to collaborate thoughtfully and professionally with colleagues.
9. Strong interpersonal skills in communicating with students, parents, colleagues, and visitors.
10. Flexibility, stamina, creativity, patience, and a healthy sense of humor.

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.