

**Job Description-Position:** Class Teacher**General Description of Post:**

Teach, full-time, a class within the framework of the Waldorf School of Baltimore's philosophy and curriculum. 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::

Covering 24 contact hours per week which include, teaching, mentoring, recess duties, and committees (after first year).

**Instructional Environment**

1. Planning all Main Lessons and other assigned classes and class routines.
2. Coordinating classes, academics, trips, homework and other matters with subject teachers.
3. Planning and supervising field trips.
4. Preparing and maintaining classroom, class materials, and class records (academic, reports, and attendance).
5. Maintaining a clean, orderly and attractive room.
6. 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, homework, written progress 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, after first year.
8. Familiarizing and/or deepening an understanding of the Waldorf program and anthroposophy.

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

- To develop and work from an understanding of anthroposophy
- Knowledge of Waldorf education in general and the Waldorf School of Baltimore in particular and actively participate in faculty studies.
- Flexibility, stamina, creativity, self-awareness and a sense-of-humor.
- Willingness and ability to develop a range of artistic skills.
- Willingness and ability to establish and maintain professional collegial relationships in a mutually respectful fashion with teaching faculty, staff and administration.
- Strong interpersonal skills in dealing with parents and visitors.
- Engage in ongoing training and professional development.
- Undergraduate degree

### **Belongs to:**

Teaching Faculty – attends Class Teacher, Elementary, Full-Faculty Meetings

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