



24.12.1 JOB DESCRIPTION: EARLY CHILDHOOD TEACHER **(Three Day Program)**

Time required on school premises: 8:00 am to 1:30 pm

Overall Objective:

To develop and present the Early Childhood curriculum, in an age appropriate manner, in accordance with the understanding of the human being as developed through Anthroposophy.

Pedagogically, the EC Teacher assumes responsibilities for “carrying” the class, which includes awareness of how the class is progressing as a group and as individual children. The EC teacher works collegially in the classroom and the community to support the mission of the school.

A. Classroom Responsibilities:

The EC teacher is responsible for the following:

1. Develop Curriculum:
 - a. Memorize circle activities with attention to developing a healthy sense of life in the children.
 - b. Memorize age appropriate stories such as nature stories or classical children’s stories with rhythmic language, or nursery rhymes.
 - c. Memorize songs and poems for transitions and daily activities.
 - d. Offer daily purposeful, practical activities for children to imitate.
 - e. Offer artistic activities when appropriate for young child, such as beeswax, drawing, or watercolor painting.
2. Strive to create reverence and the right inner and outer gestures for the children to imitate.
3. Strive to meet the needs of the young child in a joyful and respectful manner.
4. Take great care to provide a loving, secure, and healthy environment for the children.
5. Children must be supervised at all times.
6. Keep accurate records of
 - a. Lesson plans and outcomes.
 - b. Children’s physical, emotional and intellectual capacities, abilities and achievements.
 - c. Any major incidents affecting children’s lives, i.e. major illness, changes to home environment, and possible responses to medical or remedial intervention.
7. Set up home visits for all new students before the start of the school year or when a new student enrolls during school year. (3 day program only).
8. Communicate with parents at bi-annual Parent-Teacher conferences, and 3 parent evenings. (3 day program only).
9. Schedule and lead orientation meeting for parents at the beginning of the school year to discuss philosophy, what to expect, and to share songs and circle work. (2 day program only).
10. Prepare parent-teacher conference reports and individualized end of year progress reports for each student by the designated deadline. (3 day program only).
11. Communicate as needed with Aftercare provider and Eurythmy teacher. (3 day program only).
12. Prepare Child Study presentations for Faculty when needed. (3 day program only).
13. Keep classroom and other areas used by class clean and tidy and create as attractive a classroom space as resources allow.

14. Communicate with other schools to or from which children are transferring.
15. Take daily attendance and report any absences to the office in a daily basis.
16. Record and submit classroom expenses, staying within the limits of the EC budget.
17. Submit supply order for the following school year by the designated deadline.
18. Refer to Early Childhood Handbook regarding cell phone use.

B. School/ Community Responsibilities:

1. Participate in EC enrollment activities:
 - a. Participate in group interviews for prospective families
 - b. Assess class configuration
2. Commit to continuing education by attending lectures, workshops, conferences and faculty study in order to deepen one's understanding of Waldorf pedagogy.
3. Participate in all faculty professional development days.
4. Participate in peer review, observations, regular peer meetings and self-evaluations as listed in contract.
5. Attend workdays before and after the student school year as required.
6. Attend Faculty Meetings and EC Meetings, including participation in the educational process of all students through child studies.
7. Serve on Board and Faculty committees. First-year teachers are excused from this responsibility. It is understood that beginning in the second year of employment, the teacher will become progressively more involved in committee work. The College will recommend committees for staff members to join.
8. Participate in committee work that develops and maintains policies and procedures following the communication protocols as established by the committees.
9. Committee members will communicate with all constituencies of HVWS as appropriate. Faculty will support decisions made by said committees.
10. Participate in the greater Waldorf community, finding ways to share activities with other schools; keep up with AWSNA news.
11. Attend festivals, fairs, other all-school events and open houses as scheduled.
12. Organize and support school festivals and outreach/enrollment efforts.
13. Be available as per previously set-up schedule to support enrollment during the summer.
14. Uphold the Long Range Plan.
15. Encourage parent to attend lectures, workshops and grades' events.

Hiring (and termination):

By the College of Teachers and HVWS Board of Trustees, as outlined in the Teacher Search Guidelines for hiring and Staff Development Guidelines for termination.

Preference in hiring for this position will be given to candidates who have completed the Waldorf Early Childhood Teacher Training.

Supervision & Evaluation:

Conducted as outlined in the Staff Development Committee Guidelines.