

WOODLAND STAR CHARTER SCHOOL

A Public Waldorf Charter School

JOB DESCRIPTION TEACHERS – FIRST THROUGH EIGHTH GRADE

1. **THE ESSENTIAL WORK:** The primary task of the Woodland Star School Teacher is to educate his/her students in an environment and manner that nurtures and guides them developmentally, with great consideration for the needs of each individual child and the class as a whole. It is expected that the Teacher will work from Waldorf methods, and that these methods will be seen in and permeate the classroom. The teacher is responsible for meeting the educational needs of assigned students and for implementing the curriculum and providing instruction, which supports the students in achieving the grade level student outcomes listed in the appendix to the school's charter. The educational program will include the consideration of temperament, the development of social skills, artistic preparation, thorough lesson preparation and classroom management. Teachers will be expected to teach the daily main lesson and some specialty classes.
2. **MEETINGS & EVENTS:** All teachers are expected to attend weekly faculty meetings, scheduled in-service days, student study teams, I.E.P. meetings, festivals and other events where faculty attendance is important.
3. **IDENTIFICATION OF SPECIAL NEEDS:** All teachers are responsible for identifying students who may have special needs and for bringing those students to the attention of the administrator for inclusion in the school's Student Study Team and/ or I.E.P. processes. The teachers are expected to work cooperatively with Special Education and other support staff to ensure that children with special needs will have a successful educational experience.
4. **STUDENT ASSESSMENT:** All teachers are responsible for participating in the school's student assessment program, as appropriate, and for holding individual conferences with the families of each child a minimum or two times during the school year, once in the fall and once in the spring, and to share an annual written report of the child's progress.
5. **REPORTS:** The class teacher will hold parent conferences with each family. Class teachers for kindergarten through eighth grades will write end-of-the-year reports for each child. These reports will include an assessment of academic progress and the child's social, emotional and physical growth. Reports will include an overview of the year's subject matter, a narrative of the particular student's progress, strengths and weakness, and a standardized set of Woodland Star rubrics.

6. **COLLEGIALITY:** Each teacher is expected to work toward fostering a healthy, supportive relationship with all colleagues. Ongoing communication and mutual support is essential to the health and growth of the faculty. It is expected that the climate among colleagues will remain such that individual teachers will feel comfortable asking for assistance or support with any problem. The teacher may be asked to participate in a mentoring or co-mentoring program, and in teacher self-evaluation.
7. **CONTINUING EDUCATION:** Toward the pursuit of excellence in the classroom, the teacher will be encouraged to participate in teacher enrichment opportunities, continuing education, workshops, etc. Teachers without formal Waldorf training will have enrolled in an approved Waldorf teacher-training program within one year of hire. It is the responsibility of the teacher to ensure that all credential requirements are met and appropriately documented.
8. **THE SCHOOL COMMUNITY:** “Community Spirit” and a willingness to participate when possible are essential qualities for the Woodland Star teacher. It is expected that the teacher will work in support of the school community.
9. **CLASSROOMS:** The teacher is responsible for the initial preparation and maintenance of an orderly, clean and beautiful classroom throughout the year. The teacher is expected to ready his/her classroom each morning to receive the children.
10. **PARENT RELATIONSHIPS:** The teacher is responsible for actively engaging parents in their children’s education, and shall provide them with relevant and appropriate feedback regarding their child’s growth, development and progress. The teacher will work to foster a healthy, positive relationship with each parent and among the parent group. Regular, ongoing communication is essential, via accessibility to the individual parents, class notes or newsletters (at least monthly) and parent education nights at least four times per year. The teacher will have responsibility for notifying the parent body in advance of special events, such as festivals, birthday celebrations and field trips, which parents might be able to attend. By the 15th of August of each year, all teachers will meet individually with the parents and children who are new to the school.
11. **SPECIAL SUBJECTS’ TEACHERS RELATIONSHIP:** The class teacher will support the efforts of special subjects’ teachers by doing the following:
 - a. Informing them of main lesson blocks to be studied;
 - b. Notifying them one week in advance of field trips and of other interruptions of regularly scheduled classes;
 - c. Inviting special subject teachers into main lessons and parent evenings.

12. **STANDARDS:** The teacher is expected to uphold school academic standards, policies and procedures concerning attendance, disciplinary action, student attire, classroom decorum, etc.

QUALIFICATIONS:

- Waldorf experience or training.
- Holds a California teaching credential or Intern Credential.
- Commitment to the concept of shared decision-making.
- Ability to work with children and co-workers.
- Ability to provide an education program for pupils in grades taught.
- Desire and ability to teach the whole child.

It is the policy of the Woodland Star Charter School that no applicant, client and/or employee of the school shall, on the basis of race, creed, national origin, political affiliation, sex handicap/disability, veteran status, marital status, sexual orientation or age be excluded from participation in or be denied the benefits of or otherwise be subjected to discrimination under any program or activity which The Woodland Star Charter School operates. This policy applies to every aspect of employment, advancement, transfer, demotion, layoff, termination, rate of pay and selection for training.

Woodland Star Charter School is an equal opportunity employer.