



Nursery Program Lead Teacher Job Description

Overview:

San Francisco Waldorf School is looking for a Lead Nursery Teacher to join us in the Fall of 2018 as we expand the size of our Nursery Program. The Lead Nursery Teacher should be a trained Waldorf Early Childhood teacher. She/he should have an understanding of Nursery life as well as an interest in the workings of the whole school. She/he understands all aspects of Nursery life, is an example to the children, and guides the assistant teacher and aide. These adults, as examples, must always show care for themselves, for each other, for their work, and, surely, for the children. In order to create a harmonious environment, flexibility, presence and a cooperative spirit are required for the children to receive the lead teacher, assistant, and aide as a guiding unit.

Responsibilities

- Leading the Nursery class and holding the rhythm of the day, week, and season. This includes indoor and outdoor play, storytelling, painting, birthdays, crafts, snacks, and rest.
- Create and maintain a beautiful and organized classroom space, including seasonal nature table.
- Observe and recommend specific movement and or activities for each child, such as using the swing, balancing, jumping, walking, etc.
- Oversee daily operation, solve staffing problems, guide and evaluate assistant teacher and teacher aide.
- Help set up and maintain the attendance rosters and the various program rosters.
- Oversee maintenance of hiking lists, fruit/flower/protein snack lists, and general logistics of parent involvement.
- Help the director in preparing two “Welcome to Waldorf” enrollment events and at least four play dates with prospective student and families.
- Assist the director with the review of applications, individual interviews with parents, and observing children.
- Attend/facilitate the parent-teacher conferences for the children in the Lead Nursery Teacher’s program at least once a year and as needed.
- Help coordinate/lead the Parent Work Day, Parent Evenings, Nursery Festivals, and other special events.
- Act as liaison with the Swedenborgian Church staff.

- Help to close the classroom for summer and prepare the classroom for the new school year.

Other Responsibilities

- Participate in all school faculty meetings at the beginning of the school year in August and at the end of the school year at both the GS and HS based on FTE school guidelines
- Participate in all faculty in-service days
- Serve on a committee after first year

Hours:

Teaching hours are from 8:00am to 2 pm daily. Additional afternoon and weekend hours are required for meetings, parent conferences, festivals, open houses, and other events specified by Nursery Director. Required meetings include:

- Weekly Nursery staff meetings
- Monthly Early Childhood meetings
- Grade School faculty meetings, Thursdays 2:15pm – 3:45pm
- All School faculty meetings, four Thursdays per year, 4:15pm – 5:30pm

Qualifications:

- The Nursery Lead Teacher is required to have **either** a Child Development Site Supervisor Permit **OR** a Child Development Program Director permit issued by the California Commission on Teacher Credentialing **OR** provide proof of high school graduation or GED and 15 semester units at an accredited college in specified early childhood education classes. Three of the required units shall be in administration or staff relations and 12 units shall include courses that cover the area of child growth and development; child, family and community; and program/ curriculum and four years of teaching experience in a licensed center or comparable group child care program.
- The Lead Nursery Teacher should have completed the Waldorf Early Childhood Teacher Training.
- At least 2 years of Waldorf teaching experience are required. The Lead Nursery teacher will have knowledge, awareness, and commitment to Waldorf education and philosophy as well enthusiasm for working and being with young children.

Compensation:

This is a full-time position (1FTE), compensated at the base salary rate plus years of experience and includes benefits. Benefits include medical, dental, voluntary vision, flexible spending plans, retirement plan (after one year), and tuition remission for eligible dependents. Salaries are paid on a 12-month schedule.

Physical Requirements and Work Environment:

- Be able to occasionally lift up to 30 lbs.
- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

FLSA Classification: Faculty; Exempt from overtime

Reports to: Grade School Chair

Hired by: Grade School Steering Committee

Date Modified: May 2018

San Francisco Waldorf School is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We recognize that the range of ethnicities, nationalities, languages, socio-economic backgrounds, sexual orientation, learning differences, and life experiences within our community enhance the school's learning environment, and we are committed to fostering equity and inclusion. All minorities are encouraged to apply.

Please send resume and letter of interest to jobs@sfwaldorf.org