



Grade School Mathematics Teacher Job Description

General Description

The Mathematics Teacher is a full-time teaching position at the San Francisco Waldorf Grade School. The Mathematics Teacher will teach eighteen mathematics lessons per week, to grades 6 through 8, delivered through the methods and sequenced content of the Waldorf curriculum.

Teaching Responsibilities

- Preparation of the syllabus before the school year begins.
- Preparation of classes, including preparation/clean-up of the classroom
- Constant evaluation of student progress
- Provide discipline during class, daily attendance
- Provide a narrative evaluation for each student at the end of the year. Narrative evaluations and grades are to be turned into the office one week after the end of the year.
- Conduct parent conferences
- Additional duties as assigned, including recess supervision, meeting attendance

Other Responsibilities

- **Substitution**—Substitute during main lesson as requested on teaching days (short term). Teachers are expected to be available for more duties when teaching fewer periods.
- **Observations**—Attend and observe at least two main lesson classes per year in grades 6-8
- **Mentoring**— Meet with mentor teacher weekly throughout the year. The Math Teacher should also meet with the Mentor Teacher before the school year begins to clearly define and discuss goals, expectations, workload, responsibilities, and performance evaluation. In addition, the Math Teacher should share course syllabi, relevant materials, and information pertaining to the curriculum.
- **Street Duties and Recess Duties**—Supervise up to nine dismissal or recesses.
- **Budget**—Manage budget and supplies for the Math program.
- **Maintain Classroom/Office/Workspace**—Maintain all materials and equipment for the Math program and store equipment in an organized manner.
- **Mid-Year and End of Year Reports**—The Math Teacher writes reports semi-annually for all grades classes. This report is a characterization of the student's thinking, feeling and willing. The approach that is used to address these three aspects of the child's development changes as the child goes

through the grades. Student reports contain a course description and the student's performance in the class.

Schedule

8:00am-3:45pm on Teaching Days. Weekend and evening days as scheduled.

School Year: Faculty members are expected to be available to work on assigned teaching days from the start of the school year until the end as defined by the all-school calendar. Faculty members are expected to be in town and available for meetings, starting mid-August with the all-school faculty meetings and to be in town and available for end of year meetings, the week after 8th grade graduation.

Qualifications

- Waldorf Teacher Training
- Bachelor's Degree or Single Subject Credential for Mathematics
- Enthusiasm and flexibility
- Tidy and orderly personal presentation

Compensation

This is a full-time position (1FTE). 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: February 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.

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