

Job Description for Early Childhood Teachers

Early childhood teachers at Hummingbirds Nest Collaborative work on behalf of the entire school as they often establish the initial relationship a family has with the school.

Early childhood teachers are expected to create and maintain a professional program true to the ideals of Waldorf pedagogy.

Teaching responsibilities:

Co-Lead Teacher's Responsibilities

Teaching responsibilities:

- Care for the physical and emotional well-being of the children and their families
- Create weekly Waldorf curriculum for sensory integration movements, storytelling, daily rhythm, songs and weekly activities (director approval)
- Weekly rhythm includes nap time
- Maintain written documentations of each child's assessments, challenges and strengths (director oversees)
- Work with individual children who need guidance
- Be aware of creative play of children, redirect and inspire them as necessary
- Participate in domestic activities joyously
- Care for the physical environment which includes maintaining a beautiful classroom that is clean and orderly
- Enjoy and interact with the outdoors in all weather conditions including frequent hikes
- Maintain needed paperwork, including daily sign in sheets
- Hold the order and rhythm of the class pertaining to requirements of school
- Create a healthy snack menu
- Attend and lead parent evening (Director attendance)
- Care for children ages 2 to 6 years of age including faculty children

- Be able to lift 50 pounds, both in the classroom and outdoors/playground on uneven surfaces.
- Use the techniques of Waldorf communication in the classroom - using the tool of “Observation” or “Sports Announcer” Approach - (guidance from director/mentor)
- Bring in the seasonal stories, circle movement within a three to four week period - approval/inform Director of curriculum
- Prepare classroom for aftercare as well as work in aftercare
- Insure potty training and diapering regulations
- Daily and weekly cleaning of classroom (dusting, sweeping, mopping, organizing)
- Work with the Director/mentor to adhere to the Hummingbirds school community and culture

Parent Work:

- Create healthy relationship and work in collaboration with parents
- Maintain regular communications with parents in regards to necessary school and class-related messages through phone calls and emails
- Maintain regular communications with parents in regards to their child’s growth, friendships, and development via parent teacher conferences, or at parent and teacher requests
- Conduct and participate in in parent evenings
- Hold parent/teacher conferences (subject to director approval/attendance)
- Inform parents with incident report of any injuries/director signature require
- Inform parents weekly or monthly newsletter regards to curriculum

Faculty/Collegial roles:

- Follow procedures in Faculty/Employee Handbook
- Work in collaboration with other colleagues on classroom management and discipline
- Create a calendar of Parent Evenings and Festival Dates to distribute
- Attend outreach seminar and in-service staff/professional day workshops
- Attend, organize and support Open Houses as needed
- Maintain confidential information about each child and families

- Maintain and create an open-door policy for parents, assistant, and community
- Meet with Director weekly to discuss student's relationship/progress/concerns, written notes on the students, parent relationship, the class as a whole
- Meet with Director weekly to discuss and present circles, sensory integration movements, rhythm and stories
- Attend all faculty meetings unless excused by Director
- Maintain regular communication with the Director, Faculty and Administration
- Participate in mentoring, including classroom visits and meetings
- Participate in all seasonal festivals within the classroom and for whole school
- Prepare classroom for special events and meetings
- Clear, direct and transparent communication with Colleagues and Director
- Accountable for healthy respectful relationship and communications with colleagues
- Participate in workshops, self development approved or requested by the Director
- Submit any request for purchases to Administration/Operations Director
- As a year round school, employment includes summer program with appropriate and designated holidays/school closures