

MONTEREY BAY CHARTER SCHOOL
JOB DESCRIPTION
CLASSROOM TEACHER KINDERGARTEN-8TH GRADE

Job Title: Classroom Teacher

Reports to: Director of Education

Evaluated by: Director of Education

Terms of Employment: Subject to the letter of agreement

Work Schedule: Full-time exempt, up to 187 days

Compensation: Commensurate with education and/or experience and in accordance with the MBCS Salary Schedule

Primary Function:

Monterey Bay Charter School is a partnership of diverse and committed families and faculty providing a Waldorf-inspired K-8 public education that empowers children to discover their gifts and enjoy a full and enduring childhood. The Classroom Teacher provides a sound educational experience to all students, making knowledge accessible in academics, the arts, environmental studies and physical education. The Classroom Teacher engages children in a pleasant, creative, and constructive manner that inspires students to become lifelong learners.

Essential Functions and Primary Responsibilities:

Curriculum Planning

- Develops age-appropriate lesson plans
- Selects and uses effective developmentally appropriate instructional methods and materials
- Provides a balanced standards based curriculum at a pace suitable to the child's age and development according to the principles of a Waldorf education through Main Lessons in accordance with state educational standards for language arts, math, science, social studies, form drawing, singing, and performing arts
- Complies with the curricular scope and sequence outlined for the grade level

Instruction/Teaching

- Fosters students' self-esteem, motivation and sense of civic responsibility
- Nurtures the healthy development of the child's physical, social, and cognitive capacities
- Ensures that effective study & organizational habits are taught
- Provides individualized and small group instruction as needed
- Maintains a classroom atmosphere conducive to learning
- Prepares the class for festivals, class plays, & special events
- Collaborates with grade level teaching partners, education specialists, subject teachers, administrative and support staff
- Differentiates instruction and complies with student IEP and 504 plans
- Establishes and maintains standards of student behavior to achieve an optimal learning atmosphere in the classroom
- Administers standardized tests in accordance with the school & state-testing program
- Organizes and supervises students in class outings, field trips, and other events
- Participates in professional development and trainings
- Maintains valid state credentials or certifications
- Reviews student cumulative files periodically
- Possesses adequate computer literacy skills
- Attends Art of Teaching paid trainings & pursues professional development
- Maintains appropriate state teaching credentials &/or licenses

Classroom Maintenance

- Maintains the classroom to a healthy standard of cleanliness and beautiful aesthetics
- Reports safety hazards or physical classroom disrepair to office staff

Student Supervision

- Supervision of students during the school day, during snack, lunch and recess, before & after school, during school events, and on field trips

Family Support

- Communicate regularly with students families or primary guardians and maintain open lines of communication with parents and/or guardians through conferences and other forms of communication
- Identifies student needs and cooperates with professional staff members and families in assessing and helping students solve or manage behavioral, health, and learning challenges
- Evaluates students' academic and social growth, keeps appropriate records, and provides student progress updates at two parent/teacher conferences per year and year-end student reports for parents in combination with subject and intervention, & special education teacher reports
- Assist students and their families in developing effective study & organizational habits

School Support

- Shares responsibility for supervision of all students during recess and mealtimes
- Collaborates with subject teachers, support and administrative staff when appropriate
- Keeps records of student work, assessment data, and grades as applicable
- Organizes materials for class use, works with the office staff for purchases and stays within allocated budget
- Participates in the life of the school by regularly attending faculty meetings, events outside of school hours, performs collateral duties, work-study and in-service days during school holidays or weekends as required or assigned
- Actively participates in school governance at faculty council meetings
- Substitutes for colleagues if necessary
- Upholds and enforces school policies and rules
- Works collaboratively to achieve the overall purpose of the school program
- Teaches consecutive grade levels such as 1st-4th or 5th-8th
- Other duties as assigned

Professional Standards & Skills:

- Demonstrated interpersonal, written, and verbal communication skills
- The ability to be creative, imaginative, patient, energetic, organized & resourceful
- Leadership and teamwork skills with a high level of dedication to work
- Commitment to the mission, vision, and values of Monterey Bay Charter School
- Maintains appropriate state required credentialing &/or licensing related to the position
- A clear & pleasant speaking voice that conveys confidence
- Positive conflict resolution skills and the ability to handle stress well
- Maintains dress and appearance appropriate to a professional setting
- Establish & maintain a positive rapport with children and families
- Self starter with strong time management skills & the ability to manage multiple priorities and meet deadlines in a stressful environment
- A genuine interest in children and respect for their individuality & the ability to determine a child's individual needs

(THE LIST ABOVE IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF THE REQUIRED RESPONSIBILITIES, DUTIES AND SKILLS)

Work Environment:

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, dust, noise level is moderate to loud.

Physical Demands:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. This position requires accurate hearing, near and far vision, depth perception, working with educational materials, technology, and providing information orally. Physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, climb and move quickly or run after a child in an emergency situation; constant hand-eye and mind-eye coordination physical strength sufficient to lift a student weighing 45 pounds and more with a two person lift; physical stamina sufficient to stand or walk for prolonged periods of time; physical, mental and emotional tolerance to be exposed to noise generated by students in an enclosed environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Spends the majority of the day standing and sitting in the classroom. While standing the teacher will frequently hold light objects they are working and demonstrating, etc. These can be held from waist level to slightly above the teacher's head. Teachers must be able to walk through the classroom and be able to maneuver in tight spaces between desks. Dealing with students can entail kneeling or squatting, stooping and bending from 50-70 degrees at the waist on an occasional to

frequent basis on a given day. The chalkboard or white board is occasionally to frequently used which can require grasping the chalk or marker or eraser, reaching at, below or above shoulder height with the dominant upper extremity and may require trunk or neck rotation to look back at class.

Teachers may be required to assist in physical education on a rotating basis and this would occasionally involve lifting, using both upper extremities while assisting the child. The teacher may be required to do playground/yard duty, which involves walking on even and uneven surfaces including pea gravel and negotiating a 6" curb. The teacher may use computers, overhead projectors, and online platforms. When working with equipment it may also be necessary to forward bend, squat, and/or kneel. The teacher often moves children's desks and chairs to change the layout of the classroom to influence teaching situations. It is occasionally necessary to lift and carry boxes weighing up to 25 pounds from the office to the classroom up to 200 feet away.

The teacher must sit on an occasional basis when developing lesson plans, grading, etc. This is done at the desk with forward bending from the waist, leaning on the forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., either occasionally or frequently, depending on the day. May occasionally have to climb or balance on counters, step- ladders or chairs.

Qualifications:

Required:

- Valid CA teaching credential
- CPR certification within six months of employment

Preferred:

- Waldorf certification, education, training or experience
- Knowledge of and experience with Waldorf methods such as pedagogical theory and practice

Right to Revise:

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice. The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date