

Pre-Kindergarten Teacher Position

The Sandpoint Waldorf School is a school of 158 children, Nursery through 8th grade. We are in our 29th year and have been experiencing healthy enrollment, ongoing growth, and strong support from our community. We are grateful to have been open for in-person instruction this year, despite the pandemic. We have a strong, trained and experienced faculty and a supportive parent body. We have a full specialty program that includes Spanish, Japanese, Handwork, Movement, Strings Ensemble, Woodworking, Music, Education Support and Eurythmy. Our staff is full of creativity, experience and commitment, and we look forward to welcoming new teachers into our warm and caring community!

Sandpoint, Idaho, is one of North America's best kept secrets. We are located in a town of about 8,000, on the shores of the enchanting Lake Pend Oreille, surrounded by breathtaking mountains. The school is located in town and many teachers and students bike or walk to school. We have many fine restaurants and shops and an impressive local art and music scene. Given the natural splendor, there is ample opportunity for summer boating and swimming at the lake or hiking the hundreds of miles of mountain trails and winter fun in the back country or at our world-class ski resort, Schweitzer Mountain Resort, just 20 minutes from town.

In addition to our beautiful setting and small-town friendliness, we have a several anthroposophical study groups, including a local biodynamic farming and gardening group. We sometimes share speakers and mentoring with the Nelson Waldorf School in BC and the Windsong School in Spokane, Washington To learn more about Sandpoint, visit <http://www.Sandpointonline.com/>.

Please submit your letter of interest, resume, and brief biography to jmccallan@sandpointwaldorf.org

Job Description for Early Childhood Teachers

Responsibilities

Teaching responsibilities:

- School day is from 8:10 to 12:45, with an additional 15-minute grace period for pick-up
- Work with the festivals:
 - Festival of Light in November
 - Christmas Faire (the whole school is re-arranged and you are expected to help set up your room) Early childhood is responsible for the puppet play during the Faire
- Supervise children and facilitate safe and healthy play and interactions, while upholding Waldorf pedagogy
- Prepare and present a daily rhythm that gently incorporates age-appropriate games, song, arts/crafts, and storytelling.
- Purchase items needed to support the working needs of the classroom including play materials, optional snacks, cleaning supplies, etc.
- Insure that daycare regulations for diapering and daily/weekly cleaning are attended
- Maintain a tidy and inviting classroom atmosphere
- Arrange the set up and cleaning of the classroom
- Be able to lift 50 pounds, both in the classroom and on the playground on uneven ground.
- Interface with the extended day providers and program that will be in your classroom from 1:00 to 3:00

Supervising an Assistant

- Clarify your expectations of the assistant
- Meet as needed
- Conduct yourself in the way that you want your assistant to emulate
- For a new assistant, conduct a review in the fall and spring, with both a written report and a meeting. For a returning assistant, meet once in the year for a review, with a written report and a meeting.

Parent Work

- Maintain regular communication with parents about necessary school and class-related messages through phone calls and e-mails
- Converse with the parents about their children's growth and development by arranging conference times, at either the parents' or teacher's request
- Enroll new families - call potential applicants and arrange and conduct new parent interviews, classroom visits, home visits (optional)
- Communicate your availability for individual conversation with parents
- Conduct parent meetings (4 times a year)
- Hold parent/teacher conferences
- Establish parent representatives for Parent Circle, Christmas Faire, Auction, May Faire

Faculty roles

- Follow procedures in Faculty Handbook
- Participate in mentoring, including classroom visits and meetings as arranged by the Faculty liaison for the program
- Attend weekly EC meetings
- Maintain regular communication with Faculty and Administration
- Attend the weekly faculty meeting
- Attend the Board/Faculty Retreat
- Attend Faculty morning circle
- Interface with Care Group as needed
- Fulfill your site responsibility (determined in August faculty meeting)

Additional tasks that may be requested of the teacher:

- Prepare the classroom for special events, such as the Christmas Faire
- Allow the use of the classroom for holiday and evening childcare
- Collaborate with the Aftercare provider when sharing a classroom, including daily/weekly/yearly cleaning, storage of supplies, program transitions, etc.

Summer Responsibilities

- Check school emails for updates, hiring input, and prospective students
- Attend a summer renewal course, February Conference, or the equivalent (with Ped Comm approval)
- Conduct prospective student interviews
- Set up your classroom early in the summer so it is presentable for tours
- Continue with committee work as needed
- Prepare your block rotation and lesson plans
- Purchase your supplies for the year

Pre-kindergarten Teacher Job Description

The above job description applies with the following exceptions:

Teaching Responsibilities

- The school day is from 8:10 to 2:45, with a 15-minute grace period for pick-up until 3:00.

- The children are from 2 to 4 years of age, with faculty children being the only exception.
- There is a morning assistant and an afternoon assistant, with overlap provided so that the lead teacher can get at least an hour break.
- The rhythm of the day includes a nap time.
- There needs to be a changing table and a clear protocol for the process of changing and disposing diapers.