

## Third Grade Teacher

The Sandpoint Waldorf School, in beautiful North Idaho, seeks an experienced, motivated, and enthusiastic third grade teacher. Our ideal candidates are trained in Waldorf education and have experience teaching. They should be committed to collegial work, self-development, and excellence in teaching.

The Sandpoint Waldorf School is a school of 158 children, pre-kindergarten 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 remained open for in-person instruction for this entire school 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 (the latter only in a ten-week block). 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, so many teachers and students are able to 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. To learn more about Sandpoint, visit <http://www.Sandpointonline.com/>.

Full-time teachers receive full tuition remission, a health care stipend, and the opportunity to enroll in our IRA program (with a 3% employer match).

Please submit your letter of interest, resume, and brief biography to [admin@sandpointwaldorf.org](mailto:admin@sandpointwaldorf.org).

## Job Description

### Responsibilities

- Teaching responsibilities:
  - School day is from 8:10 to 3:00
  - Hold Main Lesson and create the form for the class
  - Recess duty, timing to be determined with other grades teachers
  - Morning duty once a week (Grades 2 – 6)
  - Transition to Specialty Teachers and stay with them in the classroom for the first few weeks until there is a comfortable relationship formed between the specialty teachers and the students
  - Work with the festivals:
    - Michaelmas, an all school pageant
    - Lantern Walk (Grades 1 and 2)
    - Advent Spiral
    - Christmas Faire (the whole school is re-arranged and you are expected to help set up your room and help out during the Faire)
    - May Faire
  - The teacher will be responsible for setting up and arranging the cleaning of the classroom
  - The teacher is responsible for creating lesson plans and block rotations using the *SWS Curriculum* as a guide
- Parent work
  - Maintain regular communication with parents about necessary school and class-related messages through phone calls and e-mails

- Communicate your availability for individual conversation with parents
  - Conduct parent meetings (4 times a year)
  - Hold parent/teacher conferences
  - Enroll new families - call potential applicants and arrange and conduct new parent interviews and classroom visits
  - Assess new children as part of the interview process
  - Conduct home visits with new families
  - Write the end-of-the-year reports to be placed in student files and mailed to parents
  - Establish parent representatives for Parent Circle, Christmas Faire, Auction, May Faire
- Faculty Responsibilities
    - Participate in peer mentoring, including classroom visits and meetings
    - Participate in committee work
    - Maintain regular communication with Faculty and Administration
    - Attend weekly grades sectional and monthly full Grades meetings
    - 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 meetings)
    - Follow the procedures set forth in the Faculty Handbook
- Summer Responsibilities
    - Check school emails for updates, hiring input, and prospective students
    - Attend a summer renewal course 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
    - Purchase the supplies that you will need for the school year, within the budget guidelines determined at the June faculty meetings
    - Prepare your block rotation and lesson plans. These need to be made available to the office, specialty teachers, and parents prior to the beginning of the school year. If you are deviating from the *SWS Curriculum* guidelines, communicate your changes and reasons for them to the Pedagogical Committee