

Alan Howard Waldorf School

Job Profile

Position Title: Grade 5 Teacher **Position Reports To:** Facilitator

Salary Grade: Based on experience **Date Posted:** January 12, 2010

Department: Lower School **Closing Date:** March 1, 2010

Overall Position Objective

The position is responsible for the compliance and delivery of the Grade Five Waldorf School curriculum. This includes the preparation of lesson plans, student assessments, report writing and liaising with administration, faculty and parent groups.

Primary Duties & Responsibilities

- Manage overall classroom activities and the supervision of children during regular class hours. This includes lunch periods; recess, out door and end of day activities.
- Prepare general lesson plans, weekly and daily lesson blocks prior to the commencement of each term.
- Implement weekly and daily lesson plans and schedules.
- Prepare and attend regular faculty meetings and Section meetings.
- Prepare and write reports, correspondences and end of year student report cards.
- Organize and lead regular general parent group meetings.
- At a minimum, twice per year, organize and meet with individual parents regarding the child's progress.
- Provide general support services to the faculty. This includes on-call substitute teaching, classroom supervision, and accompaniment on out-of-class activities.
- Perform other activities as required.

Additional Duties & Responsibilities

- Assist and participate in the preparation of general school assemblies, parent festivals and other activities related to the school community such as the open house and winter fair.
- Active member or school committees.

Education Experience, Skills & Knowledge

- Bachelor of Arts and/or a Waldorf Teacher Certificate.
- CPR and First Aid Certificate.