



GOLDEN VALLEY
CHARTER SCHOOLS

Teacher
Certificated/Overtime Ineligible (Exempt)
Job Description

Reports to: School Principal

Salary Range: \$45,066 - \$52,538 annually, relative to experience, Full-time (Possible additional salary allotment for Waldorf Teacher Training or SPED position)

Qualifications:

- *A current California Multiple Subject Teaching Credential is always required*
- *Experience working in a Public Waldorf School preferred*
- *Ability to supervise, direct and engage students*
- *Ability to communicate effectively with students, parents and colleagues*
- *Exercise ethical conduct always*
- *Ability to use a computer, email and web-based information systems*
- *Ability to handle stress and difficult situations*

Duties and Responsibilities:

Education Program and Environment

- Present a curriculum inspired by Waldorf education in a sequence and intensity that fits the developmental stage of the child
- Plan for and give direction to any Instructional Assistant assigned to the class, as needed
- Ensure that the curriculum is aligned with common core standards
- Create lessons and activities throughout the curriculum that consider the temperaments/personalities, develop social skills and explore artistic expression and ensure that students are engaged in their lessons
- Differentiate and modify lesson plans to accommodate the needs of students with a wide range of learning styles and needs
- Implement and progress monitor Universal/Tier 1 classroom interventions to support struggling learners, including but not limited to behavior and academic interventions, prior to requesting SST
- Create effective block lesson plans to be submitted to the Principal
- Use information from ongoing assessments to plan lessons
- Teach to grade level standards adopted by Golden Valley Charter School (GVCS)
- Maintain an orderly class with regard to student behavior; both in the classroom and on school grounds
- Create a clean, orderly and beautiful classroom
- Arrive on campus fifteen minutes prior to the start of school and remain on campus until fifteen minutes after school is dismissed
- Comply with all Special Education Regulations, the GVCS Charter and policies adopted

by the GVCS Board of Trustees, including, but not limited, to providing student accommodations and supports per IEP or 504 plans

- Work with Student Success Team to assess children's needs and formulate a plan to address any special needs
- Submit solid lesson plans when going to be out (full and partial days)
- Turn in emergency lesson plans to the front office by the first day of school, to be used in case of an absence that happens and writing sub plans is not possible.
- Provide class with field trips that are age-appropriate and aligned with GVCS grade level expectations

Professional Development

- Work cooperatively with a Waldorf Mentor, or other mentor, if needed
- Create a Professional Development Plan at the beginning of each school year
- Engage in training to assure continual improvement of successful strategies used in teaching at GVCS
- Agree to participation in a beginning teacher induction program if appropriate

Assessment and Record Keeping

- Provide a written evaluation of each child at the end of the year
- Conduct state mandated tests and evaluation procedures as required
- Conduct benchmarks and other assessments as required
- Prepare incident reports and referrals as necessary
- Progress monitor, including but not limited to, data collection on behavior or academic support plans
- Keep appropriate records of each student's progress in basic skills
- Monitor and report student attendance

School Safety

- Comply with all school safety procedures and drills
- Ensure that students are supervised at all time
- Ensure that classroom is safe and clean
- Be a mandated reporter

Parent Relations

- Offer a minimum of three Parent Meetings throughout the year
- Work to achieve a mutual understanding, respect and harmony between home and school
- Provide parents with a Daily Schedule and Block Rotation during the first month of school
- Hold individual conferences with the parents of each child
- Be available for phone conversations or additional conferences as needed
- Provide class notes or newsletter to families to keep parents informed of activities, events and class happenings
- Exercise ethical conduct at all times

Collaborative Leadership

- Participate on various committees as required by the leadership team for teacher representation. (e.g., Board of Trustees, Parent Circle, GVEF, Task Forces, and Committees)
- Attend and participate in student success team meetings
- Attend and participate in IEP and 504 meetings
- Attend and participate in Pre-Service and In-Service meetings
- Attend and participate in weekly Faculty meetings and collaborations
- Perform adjunct duties as assigned by the principal

Collegial Atmosphere

- Work cooperatively with all other faculty, assistants, administrator, and staff
- Support the charter school mission and all of the charter rules and policies
- Work to create a cohesive educational program for the school
- Participate in weekly faculty meetings and collaborations
- Share knowledge and experience with other faculty members for the betterment of all

Outreach/Community Relations

- Participate in community and school-wide events, including, but not limited to, three festivals yearly, graduation ceremony and dances (7th and 8th grade only)
- Meet with prospective parents and students
- Provide prospective students with the opportunity to visit the class

Physical Demands

- **Frequent:** *Sitting, walking, standing, conversing, listening, reading, writing, close visual work.*
- **Occasional:** *Lifting and Carrying*
- **Infrequent:** *Pushing and Pulling*
- **Maximum Weights:** *Lift 25 lbs/Carry 25 lbs*

GVCS is an equal opportunity employer. GVCS employs staff of any race, color, national or ethnic origin, ancestry, citizenship, religious affiliation, actual or perceived gender, sexual orientation, marital status, veteran status, age, physical or mental disability, or medical condition where the latter do not impair job performance with reasonable accommodations, and accords them all rights, privileges, programs, and activities generally accorded to and made available to staff at the school. GVCS will not discriminate on the basis of any of the above factors, nor any basis prohibited by law.

Name: _____

Signature: _____ Date: _____