

## **SUBJECT TEACHER & RECESS SUPERVISOR - EMPLOYMENT POSTING 2017-18**

Saltwater Waldorf School is looking for a Subjects Teacher and Recess Supervisor, preferably with a Waldorf background, to teach up to 16 classes/week for grades 1-7 for the 2017-18 school year. This position will remain open until a suitable candidate is found.

Saltwater Waldorf School is located in the Comox Valley on Vancouver Island, British Columbia. Our faculty honours healthy communication and our work is enriched with anthroposophical study and artistic work. We are a vibrant community with strong support from our Board, Administration and Parent Group. In a Waldorf School the faculty carries the special role in creating the heart of the school community. In order to do this work a commitment is made by teachers to come together for this foundation work. You are encouraged to participate in this work by attending faculty meetings, festivals and events and joining a committee of your choice.

### **Position Summary:**

In a Waldorf School, subjects include, handwork, sewing, woodwork, outdoor pursuits, gardening and art. As subjects instructor you will create a fun and relaxed environment where the children can naturally and organically learn.

Lunch recess supervision is required daily for grades 1-7 from 12:45 - 1:40 and requires a valid first aid certificate.

### **Responsibilities:**

#### ***Curriculum***

- Curriculum must adhere to the requirements of both the Ministry of Education and the Association of Waldorf School's of North America (AWSNA)
- Create course outline and goals for each year and submit to the Principal by August 28, 2017
- Effectively plan the year, the block, the week and day's lesson with an understanding of the human being and with creativity
- Have appropriate planning documents should you be asked to provide them to External Evaluators, AWSNA Evaluators, the Principal or a Peer Evaluator
- Ensure how and what is taught is based on a strong understanding of child development
- Share curriculum information at the end of each school year with the upcoming teacher
- Assess the daily lessons and try to gain a sense of the children's inner reaction to the material
- Be creative and courageous with projects and experiences
- Prepare adequate information and materials for a substitute

- Ensure that all policies are followed
- Know the procedure for dealing with discipline, danger, and emergencies

### ***Classroom Management***

- Effectively manage the class behaviour
- Establish healthy rhythms within the class lesson, day, week, block, year
- Follow guidelines for discipline
- Be creative, loving, clear, and appropriate when disciplining

### ***Classroom***

- Ensure the classroom environment is age-appropriate
- Maintain clean and clear shared spaces, clean up after oneself immediately after activity

### ***Contributing to School as a Whole***

- Participate in Full Faculty meetings every week and Grade specific meetings as they occur
- Contribute to festivals, fundraising activities and educational talks
- Effectively participate in at least one SWS committee after 1 year

### ***Professionalism***

- Be punctual and ready to start class on time
- Recognize the need for good public relations. Represent the school and Faculty in a favourable and professional manner
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control and perseverance
- Meet stress with emotional stability, objectivity and optimism
- Reflect the mission of SWS
- Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity and consideration
- Co-operate with the Board and Administration in implementing all policies, procedures and directives governing the operation of the school
- Read and be familiar with all current policies and procedures in the SWS Staff Handbook, with particular attention to the Issues Management Procedure, Privacy Policy, Missing Child Procedure and the Child Abuse and Neglect Policy
- Inform the Principal in a timely manner if unable to fulfil any duty assigned
- Meet with other professionals as necessary to meet special needs within the classroom
- Dress appropriate for the development stage of the children in the class/school

### ***Working with Parents***

- Work in partnership with parents through mutual respect and regular dialogue
- Be available for individual conversations with parents as needed
- Participate along with all faculty in a once per year whole school parent evening

**Records**

- Refer to document *Report Guidelines*
- Contribute to reports in November, April and June

**Professional Development**

- Engage in professional development such as attending conferences and working with mentors and consultants as appropriate
- Engage in self-evaluation and peer feedback
- Participate in inter-classroom visitation as appropriate
- Attend and participate in professional development days

**Position Qualifications:**

- BC teacher certification in good standing
- Waldorf teaching certification or a willingness to engage in Waldorf training/courses is an asset
- Valid First Aid Certificate is needed
- Express positive interpersonal skills with children and adults
- Be motivated, determined, flexible, creative and committed
- Display the ability to develop, cultivate and maintain healthy working relationships
- Demonstrate compatibility with existing administrative staff and faculty

**Hours, Rate of Pay & Length of Year:**

This contract begins August 28<sup>th</sup> and finishes June 22<sup>nd</sup>. Working hours are equivalent to up to 16 classes per week plus recess supervision which is 1 hour per day 4 days a week. School is in session Monday - Thursday 8:30am - 3pm and Friday's 8:30am - 12:30pm. Friday afternoon faculty meet for meetings till 3pm. School holidays include November teacher conference week, Christmas holidays, February teacher conference week and 2 week Spring Break. See school calendar for dates.

We offer a competitive salary, and professional development funding upon successful completion of the first year.

Please send your resume and two references attention Marussia Nesling to:  
***info@saltwaterschool.com/250 871-7777***

Thank you for your submission and you will be contacted if you are short-listed for this position.

# Saltwater School 2017-18 School Calendar at a Glance

<b>September</b>	
<b>5</b>	First day of school: 8:30 - 12:30
	Preschool Open House: 8:30am - 12pm
	Kindergarten Staggered Start: 8:30-12:30
<b>8</b>	<i>Family Welcome Picnic at Goose Spit: 3pm - 7pm</i>
<b>29</b>	<i>Michaelmas Festival &amp; Games Day! - A Saltwater family event</i>
<b>October</b>	
<b>9</b>	NO SCHOOL: Thanksgiving
<b>November</b>	
<b>7-10</b>	NO SCHOOL: Parent Teacher Conference week
<b>13</b>	NO SCHOOL: In Lieu of Remembrance Day
<b>16</b>	School Photo Day
<b>23</b>	<i>Lantern Festival: 4pm at Simms Park - A Saltwater family event</i>
<b>December</b>	
<b>2</b>	<i>Winter Faire: 10am - 2pm at Saltwater School - A family event for the whole community</i>
<b>21</b>	Last Day of Classes
<b>22</b>	<i>Advent Spiral - No Classes, time slots given for families to attend and walk the spiral</i>
<b>Dec 22<sup>nd</sup> -Jan 7<sup>th</sup></b>	NO SCHOOL: Winter Break
<b>January</b>	
<b>8</b>	Back to school after Winter Break
<b>February</b>	
<b>12</b>	NO SCHOOL: Family Day
<b>19-23</b>	NO SCHOOL: Teacher Conference Week
<b>March</b>	
<b>March 24<sup>th</sup> - April 8<sup>th</sup></b>	NO SCHOOL: Spring Break Includes Easter Long weekend March 30 <sup>th</sup> - April 2 <sup>nd</sup>
<b>April</b>	
<b>9</b>	Back to School after Spring/Easter Break
<b>May</b>	
<b>4</b>	<i>May Pole Festival: 10am - 1pm - A Saltwater family event</i>
<b>21</b>	NO SCHOOL: Victoria Day
<b>June</b>	
<b>15</b>	Last Day of school before Summer Break
<b>22-24</b>	<i>Saltwater Family Camping Trip: Kinn Beach, Comox BC</i>