Job Description | Early Childhood Teacher

**Now Hiring Early Childhood Teacher**

Greenwood Tree Educational Cooperative is seeking an experienced, motivated, and enthusiastic lead teacher to work with young children in the classroom, bringing warmth, consistency, and rhythm to our program.

**About the Candidates We Seek**

Our Early Childhood classrooms are in immediate need of an individual with knowledge about Waldorf education and experience working with young children. Our ideal Early Childhood Teacher candidate has an interest in exploring a career in early childhood and Waldorf education. This person will uphold the high standards of Waldorf education. The ECE lead teacher works closely with the assistant teacher. The lead teacher supervises the class and the assistant acts as a support to the lead teacher.  In the event of an absence be prepared to leave a substitute plan. The lead teacher is also responsible for deepening their understanding of Anthroposophy, child development, and Waldorf early childhood pedagogy to support their teaching.

**Teacher Responsibilities:**

∙ Develop and plan an age-appropriate curriculum and daily/ weekly schedule.

∙ Organize and maintain the classroom, materials, and equipment.

∙ Remain primarily responsible to the children to foster and facilitate overall emotional and social     health of the individuals and the group as a whole.

∙ Develop a clear and concise plan for class assistants and parent helpers to follow. Meet with class assistant(s) before the school year begins in order to ensure responsibilities and expectations are clear and able to be met. Delineate between assistant and parent helper duties and make sure both groups are properly trained. Act as a consultant regarding children’s development, progress, and frustrations/struggles.

∙ Communicate with the parents on matters relating to their children in the classroom such as: injuries, behavioral issues and accomplishments.

∙ Participate in the general classroom orientation for parents, discussing school procedures and how parents can effectively do their part in the program.

∙ Uphold the values of GWT (Greenwood Tree) and honor parents’ contributions.

∙ Constantly evaluate the program and procedures and maintain good communication with Administrative Staff, Board of Directors and parents.

∙ Keep abreast of developments in Waldorf philosophy, age-appropriate educational theory, and related fields.

∙ Provide documents for all credentials, certifications, professional memberships and training.

∙ Be a steward of positive relationships and goodwill between GWT and the general community.

**Schedule**:

∙ 4 days/week (Monday-Thursday) Hours range from 8:30 am – 3:30 pm. This schedule includes a 30-minute unpaid lunch break.

∙ Weekly 1 hour faculty meetings.

∙ Weekly 30 minuet ECE meetings.

∙ Quarterly 2-hour Leadership meetings and once a year 2-day Retreat.

**Required Experience:**

∙ BA or college equivalent degree AND/OR education and experience in Waldorf pedagogy AND/OR a willingness to become trained and be mentored to Waldorf pedagogy.

∙ Ability to work in a co-operative setting with parents and colleagues.

∙ Demonstrated understanding of childhood development.

∙ Clear communication skills, written and verbal.

**Preferred Qualifications:**

∙ Willingness to participate in professional development.

∙ An active interest and willingness to engage in on-going self-reflection, and conversation regarding diversity, equity and inclusion in our classrooms, community and Waldorf Education.

∙ Familiarity with or willingness to learn about the impact of chronic stress trauma and adverse childhood events on the ability of children to learn, mental health and well-being.

**Application Submission**:

To apply for this position, please email a letter of interest, brief biography, resume and three references to: [admin@greenwoodtreecoop.org](mailto:admin@greenwoodtreecoop.org) Include “Early Childhood Lead Teacher” in the subject of the email. You are also welcome to call Administrator Shanna Deleon with any questions at: 360.488.3410

To learn more about our program, visit our website at [www.greenwoodtreecoop.org](http://www.greenwoodtreecoop.org/)