



### Job Description

This job description indicates the general duties and physical requirements of work performed by the employee with this job designation. It should not be interpreted or construed as a comprehensive inventory of all duties, responsibilities, qualifications, and physical requirements required of the employee assigned to this job, as these might vary from day to day or as business needs demand.

**Position:** Educational Support Teacher

**Status:** Full-time

Commented [1]: Full-time, right?

### Position Description

The Educational Support Teacher is responsible for the support of students through specific tasks that aid the Care Group and the faculty of Linden Waldorf School. This includes guiding the school's decision-making regarding appropriate support for students, as well as bringing Extra Lesson work to individual students and classrooms as needed. The Educational Support Teacher also works with the Student Support Coordinator to ensure that tracking processes are in place, that written records pertaining to educational support with classes and individuals are kept, and that appropriate communication between individual teachers, staff, and parents is maintained. This position reports to the Faculty Chair.

### Responsibilities

#### Extra Lesson Work

- Identifying students in need of support and determining appropriate support
- Communicating and working with parents of students being supported by the Care Group
- Bringing Extra Lesson\* work to individual students and classrooms as needed (\*in accordance with Waldorf pedagogy)
- Participating in faculty meetings and child studies

#### Assessment and Tracking

- Collaborating with leadership team to develop appropriate assessments for students and a school-wide assessment schedule
- Collaborating with teachers to execute first grade readiness assessments and second grade assessments
- Assessing individual students in response to referrals from class teachers and reporting on these assessments to the teachers, Care Group, and the students' guardians
- Assessing new student applicants as needed
- Following up on all assessments to ensure that recommendations are addressed

### Coordination

- Leading Care Group, including planning agendas and chairing meetings
- Providing support for tutors when needed
- Maintaining a reporting system that includes Care Group files
- Ensuring that the Care stream is represented in the Social Inclusion work
- Attending weekly meetings as required

### Required Qualifications

- Bachelor's degree from an accredited university
- Successful experience working in a Waldorf School
- Completed or near completed certification in The Extra Lesson
- Exceptional written and oral communication skills
- Willingness to engage in the Social Inclusion work of Kim John Payne in collaboration with the Student Support Group and faculty
- Strong organization skills
- Ability to be flexible and work with a team

### Preferred Qualifications

- Master's degree
- Experience in reading intervention
- Waldorf teaching degree or certificate

### **Physical Job Requirements**

Must be able to:

- Remain in a stationary position for extended periods of time, standing or sitting
- Move about to reach and/or access file cabinets, office machinery, etc.
- Constantly/occasionally operate a computer and other office machinery
- Ascend/descend stairs and traverse campus
- Position self as needed, including bending, crouching, kneeling, lifting, and reaching
- Lift up to 40 pounds
- Frequently communicate with students, parents, colleagues, and leadership
- Work in various outdoor weather conditions for extended periods of time

*It is the policy of Linden Waldorf School to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, age, religion, national origin, disability, status as a covered veteran, or any other legally protected status, in accordance with federal and state law, and not to discriminate on the basis of sexual orientation. This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, compensation, benefits, promotion, demotion, layoff, termination, and all other terms and conditions of employment.*