



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: Faculty Chair

Status: Full-time

Key Contributions

The Faculty Chair will support the faculty in all planning, implementation, and management of day-to-day affairs related to classroom and pedagogical decisions at Linden Waldorf School. This person works from a foundation of Anthroposophy and is interested in building on Rudolf Steiner's insights into child development to maintain Waldorf education's relevancy in today's world. In addition to having a widely visible presence throughout the school, the Faculty Chair will be available to answer questions and concerns about the curriculum from parents and the greater community, oversees teacher professional development, and will represent the school in public situations. This person will lead in keeping the "big" pedagogical picture, guiding and working with the faculty to study and deepen knowledge and understanding of the curriculum and the children.

The Faculty Chair and Administrative Chair work in conjunction on upholding and improving school policies and procedures, on addressing new opportunities and challenges, and on leading the community in carrying out the mission, vision and values of the school. Together the two foster the advancement of the school and the pursuit of strategic plan goals.

Assigned Responsibilities

Faculty Executive

- Chairs Faculty Leadership Council – sets the agenda in conjunction with other FLC members
- Provides leadership to the faculty and community regarding curriculum, including educational support and parent work
- Works out of Anthroposophy, striving to bring the work of Rudolf Steiner in ways that our families can understand

- Serves as a communication link between the faculty, administrative team, and the Board of Directors
- Oversees implementation of school policies and procedures.
- Along with the administrative team carries the consciousness for the administrative needs of the faculty
- Carries a consciousness for current and emerging needs in the pedagogical administrative realms of the school; guides mindful planning/bringing of issues and needs to other groups
- Makes regular teacher observations.
- Oversees teacher development, performance evaluation, and performance improvement

Faculty Representative

- Represents FLC and faculty to the Board of Directors
- Represents the school at assemblies and other public events
- Represents the school to AWSNA and other Waldorf organizations (where no other representative has been designated) and to state and regional educational associations

Arbiter

- Decides on interpretation of existing policies (and/or creates new policies when necessary) until such time as those policies can be considered by FLC and/or the entire faculty
- Working together with FLC, initiates action, when necessary, to suspend or dismiss a teacher during the school year
- Addresses a parent's repeated refusal to comply with and/or blatant disregard for school policy

Other Duties

- Is a member of the Board of Directors
- Is a member of the Board Executive Committee
- Is a member of the faculty and continues to teach in some capacity
- Is active in strategic planning and maintaining a long-term perspective on the development of the school and its programs
- Coordinates the internal evaluation of the school's curriculum by FLC
- Participates in the Care Group when needed
- Oversees and administrates personnel processes related to teacher recruitment, orientation, and mentoring
- Performs all regularly assigned duties of other full-time faculty

This position reports to the Board and shall also perform such other duties as from time to time may be prescribed by the Board.

Qualifications

- Minimum requirement of Bachelor's degree, preferably in education or a related field
- Teaching experience in a Waldorf school

- Waldorf certification in their concentration
- Studies Anthroposophy
- Belief in the mission, vision, and goals of Linden Waldorf School and the philosophy of Waldorf education
- Highly organized and attentive to detail

Core Competencies:

- Personal Credibility
- Trustworthy
- Excellent communication skills, both verbal and written
- Strong decision-making skills
- Ability to coordinate multiple projects/issues
- Strong follow-up skills
- Ability to lead and inspire others

Physical Job Requirements for all Linden Waldorf School Employees

Must be able to:

- Remain in a stationary position for extended periods of time, standing or sitting.
- Move about to reach students 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, reaching.
- Lift up to 40 pounds.
- Frequently communicate with students, parents, colleagues, and leadership.
- Actively supervise students with focus even when distractions present.
- 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.