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## **Certificated Instructional Personnel**

**Position: Upper Grades School Teacher (6<sup>th</sup> through 8th grades)**

**Reports to:** Principal

**Qualifications:** *California Multiple Subject Teaching Credential is required, and a background and or knowledge in education inspired by Waldorf is desired.*

### ***Duties and Responsibilities***

Provide a high quality instruction within a small school environment where every student is known and valued as an individual; uphold the mission and values of Community School for Creative Education and contribute to our goal that every student has access to rigorous high quality education.

### **Education Program and Environment**

- Adhere to the curricular program outlined in the charter
- Present a curriculum inspired by Waldorf education in a sequence and intensity that fits the developmental stage of the child
- 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
- Teach to Common Core State Standards grade level standards adopted by Community School for Creative Education (CSCE)
- Provide class with field trips that are age-appropriate and aligned with CSCE grade level expectations

### **Collaborative Leadership**

- Participate on various committees as required for teacher representation as assigned.
- Attend weekly Faculty meetings
- Comply with all Special Education Regulations, the CSCE Charter and policies adopted by the CSCE Board of Directors
- Work with Student Success Team to assess children's needs and formulate a plan to address any special needs

### **Collaborative Leadership**

- Participate on various committees as required for teacher representation
- Attend weekly Faculty meetings
- Perform adjunct duties as assigned

### **Professional Development**

- Work cooperatively with a Mentor and Instructional Leader and appropriate credentialing programs.
- 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 CSCE

### **Assessment and Record Keeping**

- Conduct state mandated tests and evaluation procedures as required
- Administer curricular assessments
- Keep appropriate records of each student's progress
- Monitor and report student attendance
- Report student behavioral incidents

### **Parent Relations**

- Provide a written evaluation of each child three times a year (at the close of each trimester)
- Complete a home visit for each student in your class
- Work to achieve a mutual understanding, respect and harmony between home and school
- Provide parents with a Daily Schedule during the first month of school
- Hold individual conferences with the parents of each child at specified times
- Be available for phone conversations or additional conferences as needed
- Provide weekly newsletter to families to keep parents informed of activities, events and class happenings
- Exercise ethical conduct at all times

### **Collegial Atmosphere**

- Arrive on campus thirty minutes prior to the start of school and remain on campus until thirty minutes after school is dismissed
- Work cooperatively with all other faculty, assistants, and staff
- Collaborate to create a cohesive educational program for the school
- Participate in structured professional learning community inquiry
- Share knowledge and experience with other faculty members for the betterment of all
- Maintain an orderly class with regard to student behavior; both in the classroom and on school grounds
- Create a clean, orderly and beautiful classroom environment

**Outreach/Community Relations**

- Participate in community and school-wide events
- 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.

**Bonding and/or Testing Required:**

Clear TB Test, Criminal Justice Fingerprint Clearance

*CSCE is an equal opportunity employer. CSCE 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. CSCE will not discriminate on the basis of any of the above factors, nor any basis prohibited by law.*