



Job Description - First Grade Class Teacher

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: First Grade Class Teacher

Status: Full-time Salaried

Date Posted: October 1, 2018, for the 2019–2020 school year

Preferred Qualifications:

Bachelor's degree from an accredited university

1 – 2 years previous classroom experience

Have completed, or be willing to complete Waldorf certification

Familiarity with Waldorf education

Linden Waldorf School is seeking a qualified and motivated individual to serve as class teacher for our rising first grade class. Candidates must possess a commitment to personal and professional development and an enthusiasm for collegial work. We offer mentoring, opportunities for professional development, and a workplace supportive of pursuing Waldorf certification.

We are looking for someone who will teach from an understanding of Waldorf education and Rudolf Steiner's indications on child development. This person will work as a part of a committed team of teachers and be an active member of our school community.

Waldorf class teachers have a unique relationship to their class because of their opportunity to know their students across years and across disciplines. Teachers make a significant commitment to their classes, both in endeavoring to know their individual students well and in bringing a rich and solidly academic curriculum to the class as a whole. This relationship involves creating a productive working relationship with the parents, as well as a cooperative relationship with colleagues.

All employees are subject to the requirements of the Employee Handbook. In addition, all teachers are required to teach the curriculum outlined in their grade-specific Scope and Sequence, available upon request.



Classroom Responsibilities and Duties:

- Arrive on campus each day by 7:45 a.m. to prepare the classroom for student arrival which begins at 8:00 a.m. for lower grades—prompt and regular attendance is an essential duty and responsibility of this position
- Prepare for and instruct morning lesson, painting, form drawing, and practice periods
- Develop and maintain a safe, harmonious social environment for the students
- Document and record student progress primarily through the use of narrative descriptions and grades according to agreed upon standards
- Conduct a minimum of three class parent meetings per year
- Prepare a yearly class play or presentation as indicated by the curriculum
- Plan and carry out a yearly class trip as indicated in the curriculum
- Create and maintain a grade-appropriate, aesthetically pleasing, and orderly classroom space

Administrative Responsibilities

- Attendance and participation in weekly faculty meetings, three (3) in-service sessions in the beginning and end of each academic year (August and June) and spring of each year (February or March).
- Attendance/assistance at major all-school activities in accordance with the All School Event Guidelines
- Participate in committee work for the school
- Attendance at the All School Meetings called by the Board of Trustees
- Attendance and participation in weekly section meetings
- Participation in parent conferences

Additional Responsibilities:

All teachers share responsibility for the well-being of the school. Aspects of this responsibility are:

- Maintaining and striving for an openness to understand and work with the anthroposophical underpinnings of Waldorf education and child development
- Service on at least one (1) Faculty committee and/or Board of Trustees of the school. First year teachers may be exempt from this requirement
- Be available and willing to create age-appropriate aesthetics in classrooms including nature tables and seasonal displays
- Be available and willing to participate in enrollment process of new students in areas such as, but not limited to, student interviews, parent interviews, student skill assessment, and arranging for prospective student 3–5 day class visits
- Participate in the design and execution of an individualized plan for professional development
- Attend Waldorf education summer training as identified as appropriate by the school
- Other duties as assigned by administration



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 on a regular basis
- 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

Salary is scaled based on experience and education.

To apply, please send a cover letter, resume and references to office@lindenwaldorf.org or mail to Linden Waldorf School, 3201 Hillsboro Pike Nashville, TN 37215. Our fax number is 615-354-0247.

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.

Our School:

Our school serves approximately 200 students in preschool through eighth grade. A dedicated, experienced, and diverse faculty is supported by the Head of School, Director of Education, Faculty Leadership Council, Director of Administration, and a capable administrative team. Linden Waldorf School receives generous support from a strong parent community and the greater Nashville community. Visit our website, www.lindenwaldorf.org, for more information.

Our Community:

Our 12-acre campus is located in vibrant Nashville, Tennessee. Situated between Vanderbilt University and the lively Green Hills neighborhood, our school is just minutes away from the bustle of downtown.



Nashville offers a cosmopolitan sophistication with big city amenities that include major league sports, museums, dance, theatre, arts, and a legendary music scene. Nashville is called “the Athens of the South,” and boasts 18 universities and colleges. Nestled in the rolling hills of Middle Tennessee, Nashville is a growing, multicultural city with a rich history and an exciting future.