

Job Description: GRADES TEACHER

Overall Objective:

The Housatonic Valley Waldorf School is seeking a passionate and dedicated Grades Teacher to join our community! This position will begin with the 2026-27 school year with our rising First Grade and ideally continue their educational journey with them over multiple years. As a class teacher, your creativity and commitment to the principles of Waldorf education will inspire students and be instrumental in creating a warm, nurturing, and imaginative classroom environment that supports the holistic development of our students.

A. Classroom Responsibilities:

The class teacher is responsible for the following:

1. Have a “research attitude” toward the profession, with ongoing inward striving through both formal training and personal study in order to understand more about the curriculum and child development. The aim is to develop an inner source of strength through a meditation practice as a foundation out of which the pedagogical work may be done.
2. Achieve a balance between maintaining your individual integrity and acknowledging the needs of the community.
3. Address conflicts and interpersonal problems in accordance with the HVWS Code of Conduct and Discipline Policy.
4. Keep accurate records of:
 - i. lesson plans and outcomes.
 - ii. children’s physical, emotional and intellectual capacities, abilities and achievements.
 - iii. Any major incidents affecting children’s lives, i.e. major illness, changes to home environment, and possible responses to medical or remedial intervention.
5. Take daily attendance and report to the office, using provided forms.
6. Communicate with parents at semiannual Parent-Teacher conferences, at three or more parent evenings per year, and more often as needed.
7. Prepare individualized end-of-year progress reports by the designated deadline, and other reports regarding students as decided by Faculty.
8. Communicate with specialty teachers as needed, including distribution of weekly schedule and yearly block rotation.
9. Communicate with Educational Support Group (ESG) regarding identification of and planned support for student learning needs.
10. Prepare Child Study presentations for Faculty when needed.
11. Returning teachers will conduct home visits for all students new to the class. New teachers will visit all students enrolled in their class.
12. Keep classroom and other areas used by class clean and tidy, and create as attractive a classroom space as resources allow.
13. Develop field trips in support of the curriculum. Become acquainted with local geography, resources, issue and developments.
14. Communicate with other schools to or from which students are transferring.
15. Record and submit classroom expenses, staying within the limits of the class budget.
16. Submit supply order for the following school year by the designated deadline.

B. School/ Community Responsibilities:

1. Commit to community education by attending lectures, workshops, conferences and faculty study in order to deepen your understanding of Waldorf pedagogy
2. Participate in all faculty professional development days
3. Participate in peer review, observations, regular peer meetings and self-evaluations as outlined in Staff Development Guidelines.
4. Attend workdays before and after the student school year, as required.
5. Supervise children when they are playing outside, according to posted sign-up schedule. Find a replacement for yourself when you are unable to fulfill this duty.
6. Substitute when needed and as schedule allows.
7. Attend Faculty Meetings and Grade School Meetings, including participation in the educational process of all students through child studies.
8. Serve on Board and Faculty committees. First-year teachers are excused from this responsibility. It is understood that beginning in the second year of employment, the teacher will become progressively more involved in committee work. The College will recommend committees for staff members to join.
9. Participate in committee work that develops and maintains policies and procedures.
10. Participate in the greater Waldorf community, finding ways to share activities with other schools; keep up with AWSNA news.
11. Attend festivals, assemblies, fairs, other all-school events and open houses as scheduled.
12. Organize and support school festivals, assemblies and outreach/enrollment efforts.
13. Be available as per previously set-up schedule to support enrollment during the summer.
14. Contribute regularly to school publications.
15. Uphold the Long-Range Plan.
16. Priority will be given to candidates with a strong interest or background in expanding and supporting initiatives related to diversity and equity.

Time Involvement:

This is a full-time position. It follows the established school calendar. Time required on school premises: 8 am to 3:15 pm.

Hiring and Termination:

By the College of Teachers and HVWS Board of Trustees, as outlined in the Teacher Search Guidelines for hiring and the Staff Development Guidelines for termination. Preference in hiring for this position will be given to candidates who have completed the Waldorf Teacher Training for Grades 1-8.

Supervision and Evaluation:

Conducted as outlined in the Staff Development Guidelines.

Housatonic Valley Waldorf School is an equal opportunity employer. We do not discriminate based on religion, national origin, color, race, sex, gender identity or expression, sexual orientation, or physical disability in our programs and activities or in our hiring, admissions, financial aid, or scholarship practices and policies.