



March 21, 2024

Job Title

Birth to Three Program Director and Lead Teacher

Current classes:

Sprouts class - Parent/Caregiver and Infant class, 0-16 months

Seedlings class - Parent/Caregiver and Toddler class for children 18 months to three years

Blossoms Bridge class - Parent/Caregiver and Students 2.5yrs and up

Various parent education classes.

Job Summary:

Develops, oversees, and implements the Maple Village Waldorf School (MVWS) Birth to Three Programs. These programs include teaching classes for parents/caregivers and children from birth to three years old, including separate parent education. Birth to Three Program Director develops curriculum, obtains supplies, communicates with caregivers regarding individual children, oversees two assistants, and oversees the facilities of the satellite campus. Birth to Three Program Director is an integral part of the full MVWS faculty and as such, attends all full-faculty meetings as well as Early Childhood Department meetings.

Compensation:

Part-Time, Salaried Employee

7 classes per week

Salary starts at \$35,625 and increases based on years of teaching experience and Waldorf certification.



MVWS provides a benefits package, including health insurance, tuition remission, professional development funds, paid days off, and paid sick days.

Reports to:

Dean of Education

Early Childhood Department and the EC Department chair.

Qualifications:

- Waldorf Early Childhood teacher training completion preferred
- Bachelor of arts degree preferred
- Previous experience working with children and parents in a group setting.
- A working understanding of Waldorf Education and pedagogy in order to create the environment and activities that are developmentally appropriate and imbue the values of Waldorf Education.

Skills, Knowledge, and/or Abilities Required:

Skills:

- Exemplary classroom management and discipline.
- Strong fiscal and administrative responsibilities, listening, verbal, written, and interpersonal communication.

Knowledge:

- Knowledge of Waldorf education.

Ability:

- Relate to, motivate, and challenge children and staff.
- Leadership in working with students, staff, parents, and the community.

Commitment to the concept of collaborative decision-making.



- Ability to collaborate with music and other faculty on curriculum and performances.
- Ability to communicate effectively with students, colleagues, and parents.
- Ability to be punctual, starting and ending classes on time.

Physical Demands:

- Frequent: standing, walking, occasional: Sitting, lifting, and carrying

Physical Requirements:

- Able to speak clearly and in audible tones on the phone and in person and be understood by others
- Able to hear and understand speech at normal levels in person and on the telephone
- Able to understand and follow oral and written instructions
- Able to occasionally lift objects weighing up to 10 pounds

Education required:

- Bachelor's Degree in music or related field preferred
- Waldorf teacher training completion preferred

Licenses, Certifications, Bonding and/or Testing Required:

- Live-Scan Clearance, Clear TB Test, and completed HR online trainings.

Our School:

We are a progressive suburban school housed in a historic church building in the quiet neighborhood of Belmont Heights. Our relationship with Long Beach Parks and Recreation allows us to utilize four parks within walking distance for partial school days. In 2018, our school was one of six private schools in the country to be named a



U.S. Department of Education Green Ribbon School for environmental sustainability, health and wellness, and STEM. We are located minutes from the beach, 1.5 hours to the desert, 2 hours to the mountains, and 30 minutes from a Waldorf high school. We have a diverse population, and we are focused on equitability and inclusion for people of all religions, races, ethnicities, sexual orientations, and gender identities/expressions. Our Village has a lot of heart, strong parent participation, and is centered on families, community, parent education, collaboration, and mutual respect. MVWS is an Associate Member of AWSNA and a Developing Member of WECAN.

Teaching Culture:

Our school is entering its 17th year and programs include Parent/Baby, Parent/Toddler, 3 Preschools, 2 Kindergartens, and Grades 1 – 8. We have an experienced faculty, strong peer mentoring program, and together we study, listen, counsel, laugh, eat, and celebrate. Our specialty subjects include Handwork, Woodwork, Spanish, Japanese, Games, Strings, Chorus, and Gardening. We also have a strong Early Childhood and Grades Extended Care program.

Hiring Process:

We invite you to complete our job application on our website (available at <https://maplevillagewaldorf.org/career-opportunities/>) and submit it, along with a cover letter, resume, and letters of reference to MVWS Dean of Education Lisa J. McCarthy at Lisa.McCarthy@maplevillageschool.org. Eligible applicants will be contacted for a phone interview, references will be contacted, and qualified applicants will be invited to an interview with our Hiring Committee, followed up with demonstration lessons.



MVWS is committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their authentic brilliance to move the MVWS mission forward. MVWS is an equal opportunity, affirmative action employer. Folx who are queer, trans, non-binary, Black, Indigenous, people of color, parents, women, people with disabilities, immigrants, and anyone who has experienced systemic oppression and/or gender-based violence are encouraged to apply. We are committed to addressing issues of racism and inequity internally and externally.

To learn more about our school, please visit our website, Facebook, and Instagram pages at:

<https://www.maplevillagewaldorf.org/>

<https://www.facebook.com/maplevillageschool/>

<https://www.instagram.com/maplevillagewaldorfschool/>