



The Knowing Garden: Full- time Teacher for students aged 8-10, Job Description

Our teacher is a creative educator responsible for preparing constructivist and whole-child lesson plans. This educator is passionate about learning and can encourage students and families to think and explore as learners. This teacher is extremely comfortable with Common Core Standards and is an innovator who combines best practices and protocols of constructivist and project-based learning (PBL).

This person is a creative educational professional who is competent at creating ambitious lesson plans in partnership with the students and can formally and informally assess students' comprehension based on the TKG math and Science curriculum as well as the individual student's developmental capacity within their Zone of Proximal development.

The teacher also monitors and documents students' learning experiences in order to support the class, the students and the families.

Our Redwood's teacher collaborates with their co-teacher teacher and participates in faculty meetings and professional development directed by the Head of Education.

Professional requirements:

- M.A. or B.A. in a subject you are passionate about
- 4 Years Professional experience
- Project Based Learning or experience in supporting students in practicing deeper learning competencies (critical thinking, collaboration, effective communication, own their learning, and build confidence)
- Collaborative Practices
- Willingness to extend Professional Development

Key tasks related to Students, Families and the Educational Program

1. Develop Personal Relationships with Students: To understand and build on their interests, skills and needs as a mentor
 - a. Do a home visit with each new child. Time to be given during a non-student, teacher planning time/day.
 - b. If there are a lot of behavior challenges with a particular child, teacher will make time before or after school to spend one-on-one time with the child in the classroom or do a home visit during a non-student, teacher planning time/day.
2. Develop Personal Relationships with Parents: To communicate on a regular basis to stay connected to the family team
 - a. Hold weekly 1 hour office hours to meet with parents on the phone or in person to troubleshoot anything related to students. If no parent shows up, teacher is free to work on planning and preparation.

- b. Be ready to respond to parents via the Remind application between the hours of 8 am and 4pm M-F.
 - c. Submit a newsletter documentation piece 2x/month.
 - d. Create a learning update 2x/month.
 - e. Hold parent conferences. To be held on a non-student school day (Wednesdays)
3. Develop whole-child lessons.
 - a. Plan lessons
 - b. Assess learning outcomes
 - c. Keep track of progress
4. Assess Student Progress: maintain Written Assessments & Narratives and supports students' portfolio development
 - a. Create conference forms. Time will be given during non-student, teacher planning times/days to create these documents.
 - Representation of student goals (3x/yr)
 - Whole child snapshot (2x/yr)
 - Content specific learning trajectory (each team partner will fill out their corresponding document) (2x/yr)
 - Narrative evaluation (1x/yr)
5. Create and Manage Learning Environments that are stimulating and peaceful – a reflection of the community.
 - a. Attend beginning of the year Work Day to guide parents in the creation of the environment.
 - b. Have students restore learning areas at the end of your time each day.
 - c. Keep a list of cleaning/maintenance projects to be done by parents.
 - d. Get the room ready for information sessions (to be held on Wednesdays so preparation will happen during staff meeting)
6. Attend fieldtrips
 - a. Fieldtrips on Fridays or Mondays
7. Attend pertinent workshops/seminars/conferences to develop knowledge.
 - a. Participate in staff meetings – Wednesdays 3-4:30
 - b. Staff development days
 - i. June- 2 days at the end of school
 - ii. August- 10 days before school starts
 - iii. April- 2 days

Key tasks related to the Board

1. Through Head of Education, advises on the need for new and/or revised policies and makes policy recommendations based on classroom experience
2. Through School Business Manager, submits administrative paperwork and operational needs as needed.
3. Give a recommendation to the board, through the Head of School, regarding student applications.

Key tasks related to Staff & Volunteers

1. Attend and support Parent Orientation and Parent Teacher Training (the beginning of the year)
2. Attend Thursday or Saturday monthly parent meetings (on a rotating basis with team partner - not to exceed 2).
3. Participate in professional development on non-school days (as agreed upon in the staff calendar).

Key tasks related to the Community

1. Represents and advocates for the Faculty in relationships with city, county, and state governments, private agencies, and the school community
2. Through the school business manager, advises Marketing team of relevant, related items or events
3. Participates in appropriate community organizations and functions to obtain support for the attainment of school goals