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PERSONNEL MANAGEMENT PHILOSOPHY

Guidelines for All Employees

The following orientation to Three Cedars Waldorf School is a description of the Executive Director's management philosophy and interpretation of board policies related to personnel. All employees of the school, whether full-time or part-time, paid or volunteer, are asked to study these guidelines and be familiar with the management philosophy and culture of Three Cedars Waldorf School.

Recognizing the threefold nature of organizations and communities, all employees at Three Cedars Waldorf School are encouraged to work with the picture of balancing three impulses:

the Spiritual/Cultural Life
the Social/Rights Life
and
the Work/Economic Life.

*When we interact with parents,
and when we interact with one another,
no matter what combination of roles each of us fills now
or has filled in the past,
no matter what hat we are wearing in a particular conversation,
we are always, effectively, either raising or lowering
parent and colleague satisfaction with and confidence in the school
and each individual's sense of importance and inclusion within the community.*

1. Every interaction and relationship provides an opportunity for these practices:
 - a. observe thinking
 - b. observe feeling
 - c. observe willing
 - d. practice positivity, accepting all things as they are
 - e. practice equanimity, seeing your own soul as it is
2. We work together effectively when each individual feels a sense of responsibility for the well-being of all. Please do not ignore a child having difficulty, an adult carrying a large stack of boxes, trash on the ground, or a stray mitten as you walk by!
3. We have the opportunity to coach and encourage one another; to avoid detraction, criticism, and praise; and to see the positive and opportunities for growth in all challenging situations.
4. We maintain professional boundaries when we avoid speculation or assumptions about school life and
 - a. differentiate between personal and professional concerns;
 - b. differentiate between personal preferences and school priorities;
 - c. ask questions rather than jumping to conclusions;
 - d. observe, and withhold judgments until the full picture is studied.

5. One of the most important guidelines is this: “Do not avoid difficult conversations.”
 - a. If you know that a parent or colleague is unhappy with something that you are doing, do not let it wait. Wait just as long as it takes to feel calm, then schedule and hold a conversation and listen carefully and actively so that the other knows that s/he is heard.
 - b. If you are unhappy with something that someone is doing or has done, decide whether it is truly a priority and if so, talk to that person directly. Avoid detraction and back biting. Wait only as long as it takes to feel clear and calm about what you need to express, then hold a conversation and listen carefully and actively to that other person’s response.
 - c. Get help with facilitation as needed – be proactive in ensuring positive communication with those adults with whom you have the greatest communication difficulties or “personality clash” challenges. Everyone needs support with certain others, and in holding difficult conversations!
 - d. Many conflicts require several meetings to study, understand, and resolve. Do not expect to solve “everything” in a single meeting. The mirroring that we provide to one another is ongoing, and certain conversations and relationships will take years to develop into their highest potential.
6. It is important that we all demonstrate a high level of discipline and professionalism in conversations with all adults in the community, including parents and colleagues:
 - a. conveying appropriate humility (not self-deprecation) and openness (not inappropriate personalization or complaints about personal life) tends to diffuse tension;
 - b. receiving complaints without arguing, deflecting, or reacting is always a best first step;
 - c. conveying insecurity, fear, defensiveness, disorganization, or disengagement is always inappropriate and unhelpful;
 - d. complaining about one’s personal finances or dissatisfaction with personal relationships, even indirectly, tends to undermine parents’ and colleagues’ opinions of teachers and staff;
 - e. complaining about the school, colleagues, or the school’s leadership to parents is always inappropriate – channel specific information to the person with whom you have a concern;
 - f. retention of “mission appropriate” students, parents, and colleagues requires all of our support. As part of everyone’s annual process of evaluating the school and deciding to re-enroll or continue as an employee, individuals want to know and feel that these things are in place:
 - i. passionate leadership
 - ii. clear identity
 - iii. authentic values
 - iv. adequate resources
7. Lengthy conversations relating to personal issues are best held:
 - a. Offsite, not at school.
 - b. During school hours especially, schedule time away from school with friends to keep this boundary.
8. Personal issues that may affect employment must be presented formally to the school’s management, in writing.
9. Parent-Teacher conversations with parents who are also employee at the school should never be initiated informally or unscheduled, during the school day.
 - a. It is important to schedule these conversations formally, and not to “interrupt” the employee (yanking them into parent mode) during their working hours at school.
 - b. Go through the front office staff, as you would any other parent whom you were calling at work, to request a scheduled meeting.
 - c. Even “positive” stories or anecdotes can be jarring to colleagues who are also parents. Consider communicating these formally, or not at all, as you would to any other parents, so that you are not asking colleagues to switch roles suddenly or unnecessarily during the workday.

10. Our school is increasingly upgrading standards relating to the appearance and actuality of these qualities:

- a. balance,
- b. organization,
- c. timeliness,
- d. orderliness.

All employees are especially called upon to convey these qualities, in particular, to parents and students:

- e. concise and clear, consistent and evenly-timed, written and spoken communications;
- f. clean and tidy workspaces, including classrooms and storage;
- g. starting and ending classes and meetings on time;
- h. submission of written reports and articles by deadlines.

11. All employees and volunteers are called upon, in particular, to avoid undermining parent and student impressions of:

- a. effective time management;
- b. adequate rest;
- c. a healthy social and recreational life beyond work.

TEACHING STAFF (PAID AND VOLUNTEER ROLES)

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After Care Teacher

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Dean's Assistant
SUPERVISES	After Care Teacher Assistant, as assigned
PAID / UNPAID / SCHEDULED	Paid, part-time, non-exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- Enrolled children enjoy a relaxed and rich experience of play, rest, nourishment, (PS/K-6) and homework (grades 4-6) in a secure, healthy environment
- By the end of the school year, the incumbent has grown in pedagogical capacity

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assure the safety and security of the students
2. Maintain all practices relating to Washington Administrative Code requirements, including records, sign-in / sign-out sheets, adult-child ratios, etc
3. Adhere to the daily rhythm and activity schedule, maintaining form and predictability
4. Enforce school policies and recess rules consistently with the other programs
5. Maintain a clean, orderly and beautiful care environment, respecting shared spaces and leaving classrooms and play yards ready for next morning's program
6. Lead students' play and supervise homework as appropriate
7. Support supervisor in improving the program, communicating with students' parents and teachers as appropriate
8. Cooperate with all colleagues, faculty and administrative staff alike, as needed, requested, or assigned by supervisor
9. May prepare afternoon snacks
10. May lead rest time with youngest children
11. Maintain kitchen and laundry including, washing dishes, putting away dishes, drying and folding and putting away laundry
12. Perform other duties as assigned

QUALIFICATIONS:

1. Flexibility and authority with a wide age range of children (ages 3.5 to 12 years old)
2. Able to meet Washington State childcare provider (DSHS/DEL/WAC) requirements
3. Warm, caring, disciplined way with children
4. Understanding of child development and Waldorf methods and curriculum
5. Absolute dependability and adult good judgment
6. Ability to work collaboratively
7. Waldorf education certificate and/or experience desirable
8. Computer literacy including email, netiquette, and Microsoft Office
9. Able, unassisted, to lift and carry children up to 50 pounds in weight for at least 5 minutes
10. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
11. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

After Care Teacher Assistant

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY After Care Teacher
SUPERVISES as assigned
PAID / UNPAID / SCHEDULED Paid, part-time, non-exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- Enrolled children enjoy a relaxed and rich experience of play, rest, nourishment, (PS/K-6) and homework (grades 4-6) in a secure, healthy environment
- By the end of the school year, the incumbent has grown in pedagogical capacity

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assist the lead After Care Teacher in the afternoon activities, which may include set-up, clean-up, laundry, dishes, snack preparation, leading rest time, leading outdoor time, sitting quietly with children having difficulties
2. Assure the safety and security of all of the students signed into the program for that day
3. Maintain all practices relating to Washington Administrative Code requirements, including records, sign-in / sign-out sheets, adult-child ratios, etc.
4. Adhere to the daily rhythm and activity schedule, maintaining form and predictability
5. Enforce school policies and recess rules consistently with the other programs
6. Maintain a clean, orderly and beautiful care environment, respecting shared spaces and leaving classrooms and play yards ready for next morning's program
7. Lead students' play and supervise homework as appropriate
8. Support supervisor in improving the program, advise supervisor regarding information that needs to be communicated with students' parents and teachers
9. Cooperate with all colleagues, faculty and administrative staff alike, as needed, requested, or assigned by supervisor
10. May substitute in the lead role when lead After Care Teacher absent
11. Perform other duties as assigned

QUALIFICATIONS:

12. Flexibility and authority with a wide age range of children (ages 3.5 to 12 years old)
13. Able to meet Washington State childcare provider (DSHS/DEL/WAC) requirements
14. Warm, caring, disciplined way with children
15. Understanding of child development and Waldorf methods and curriculum
16. Absolute dependability and adult good judgment
17. Ability to work collaboratively
18. Waldorf education certificate and/or experience desirable
19. Computer literacy including email, netiquette, and Microsoft Office
20. Able, unassisted, to lift and carry children up to 50 pounds in weight for at least 5 minutes
21. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
22. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Eurythmy Accompanist

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Eurythmy Teacher
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED Paid, part-time, non-exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- The Eurythmy Teacher is well-supported in her instructional work
- By the end of the school year, the incumbent is prepared to perform at a higher level in the subsequent year

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assist in assuring the safety and security of students as circumstances may require
2. Provide live musical accompaniment during eurythmy classes
3. Attend meetings as assigned
4. Participate in mentoring program as assigned
5. Undertake continuing professional development as assigned
6. Cooperate with all colleagues, faculty and administrative staff alike, as needed, requested, or assigned by supervisor.
7. Perform other duties as assigned

QUALIFICATIONS:

1. Demonstrable capability in musical accompaniment
2. Warm, caring, disciplined way with children
3. Ability to work collaboratively
4. Computer literacy including email, netiquette, and Microsoft Office
5. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
6. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Eurythmy Teacher

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	Assistant, if any; musical or speech accompanist; others as assigned
PAID / UNPAID / SCHEDULED	Paid or volunteer, full-time, exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- Students are prepared to succeed in the subsequent school year at any Waldorf school in those aspects of their development that are affected by the eurythmy lessons
- By the end of the school year, students are prepared to perform at the higher level in the subsequent year
- parents/guardians are satisfied with their children's eurythmy experience

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assure the safety and security of his/her students (and students of other classes as circumstances may require) during the school day
2. Maintain clean, orderly and beautiful classroom and work space
3. Plan and deliver the K-8 eurythmy curriculum
4. Evaluate and document each student's status and progress
5. Interact with each student's parents if/as appropriate
6. Support administrative staff with enrollment, development, and other functions as requested/assigned
7. Attend meetings and contribute to full faculty, department, work groups as assigned
8. Participate in mentoring program as assigned
9. Undertake continuing professional development
10. Cooperate with all colleagues, faculty and administrative staff alike, as needed, requested, or assigned by supervisor.
11. Perform other duties as assigned

QUALIFICATIONS:

1. Pedagogical eurythmy certificate
2. Waldorf teaching experience desirable
3. Demonstrable knowledge of / experience in eurythmy and Waldorf K-12 education
4. Warm, caring, disciplined way with children
5. Strong communication, organization, and time management skills
6. Ability to work collaboratively
7. Detail-oriented with strong attention to follow-through
8. Computer literacy including email, netiquette, and Microsoft Office
9. B.A. degree or equivalent, or higher degree preferred
10. Able, unassisted, to lift and carry children up to 50 pounds in weight
11. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
12. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Grade 1 Assistant

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Grade 1 Class Teacher
SUPERVISES	As assigned
PAID / UNPAID / SCHEDULED	paid or unpaid; part-time, non-exempt

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Grade 1 Class Teacher is well supported in his/her work
- By the end of the school year, the incumbent has grown in pedagogical capacity

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to assist (or temporarily take the lead as requested or appropriate) in:

1. Assuring the safety and security of his/her students (and students of other classes as circumstances may require) during the school day.
2. Classroom activities, including with small groups of children as assigned.
3. Setting up, cleaning up, and maintaining a clean, orderly, and beautiful workspace.
4. Substitute teaching when Grade 1 Teacher is absent.
5. Directing parent concerns to the Grade 1 Teacher for resolution.
6. Modeling a mutually supportive and collaborative co-parenting relationship to the students.
7. Performing other duties as assigned.

QUALIFICATIONS:

1. Interest in Waldorf education
2. Ability to guide students in nonverbal manner, following teacher's cues
3. Waldorf education certificate and/or experience desirable
4. Washington state teaching certificate desirable
5. Knowledge of specialty subject
6. Warm, caring, disciplined way with children
7. Ability to work collaboratively
8. Detail-oriented with strong attention to follow-through
9. Computer literacy including email, netiquette, and Microsoft Office
10. Able, unassisted, to lift and carry children up to 50 pounds in weight for at least 5 minutes
11. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
12. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Grade 8 Class Advisor

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	As assigned
PAID / UNPAID / SCHEDULED	Paid, part-time, non-exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- the Grade 8 class is held consciously through a year of blocks taught by multiple main lesson teachers at multiple schools
- students, parents, and faculty are well-supported in their work with the class by the Advisor's serving as a single point of contact to coordinate all concerns
- parents/guardians of graduates are satisfied with their children's Waldorf education experience
- by the end of the school year, students have made appropriate developmental and educational progress and are prepared to succeed in the 9th grade at the school of their choice

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Serve as single point of contact for Grade 8 students, Grade 8 parents, and all Grade 8 teachers and chaperones, helping to steer issues appropriately
 - a. Monitor the safety and security of the students during the weeks that they are away at other schools, and steer concerns to the Dean of Education
 - b. Alert Dean of Education and faculty group assigned to Grade 8 concerns regarding all issues that require support
 - c. Review block reports from visiting teachers for parent-teacher conferences
 - d. Co-host whole-class parent meetings
 - e. Co-host parent-teacher conferences with each student's parents
2. Assure the safety and security of the students during all of the weeks that they are attending school at Three Cedars
 - a. Meet with the Grade 8 students in one extra main lesson class per week during the weeks that they are attending school at Three Cedars
3. Plan and deliver the curriculum for all main lesson blocks as assigned
 - a. Evaluate and document each student's work and progress during blocks taught
4. Assure continuity and consistency for the Grade 8 students given the absence of a year-round class teacher
 - a. Guide the class in participation in festivals, other school events, and appropriate community activities
 - b. Meet with Dean weekly or bi-weekly
 - c. Attend meetings and contribute to full faculty, department, work groups as assigned
 - d. Support the Dean of Education in set up and maintenance of a clean, orderly and beautiful classroom
5. Perform other duties as assigned

QUALIFICATIONS:

1. B.A. degree or equivalent, or higher degree
2. Waldorf education certificate, or equivalent
3. Waldorf teaching experience desirable
4. Warm, caring, disciplined way with children
5. Academic competence to deliver the curriculum at required grade level(s)
6. Comfortable working with a variety of artistic media and methods
7. Strong communication, organization, and time management skills
8. Ability to work collaboratively
9. Detail-oriented with strong attention to follow-through
10. Computer literacy including email, netiquette, and Microsoft Office
11. Able, unassisted, to lift and carry children up to 50 pounds in weight
23. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
24. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Grade 8 Class Teacher

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	As assigned
PAID / UNPAID / SCHEDULED	Paid, full-time, exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- by the end of the school year, students have made appropriate developmental and educational progress and are prepared to succeed in the 9th grade at the school of their choice
- by the end of the school year, the incumbent is poised to perform at a higher level in a subsequent round of class teaching
- parents/guardians of eighth graders are satisfied with their children's Waldorf education experience

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assure the safety and security of his/her students (and students of other classes as circumstances may require) during the school day
2. Set up and maintain a clean, orderly and beautiful classroom
3. Plan and deliver the curriculum
4. Evaluate and document each student's work and progress
5. Guide the class in participation in festivals, other school events, and appropriate community activities
6. See that classroom volunteers are well managed and appreciated
7. Host whole-class parent meetings
8. Conduct parent-teacher conferences with each student's parents
9. Assist administrative staff with enrollment, development and other functions as requested/assigned
10. Attend meetings and contribute to full faculty, department, work groups as assigned
11. Participate in mentoring program as assigned
12. Undertake continuing professional development
13. Cooperate with all colleagues, faculty and administrative staff alike, as needed, requested, or assigned by supervisor.
14. Perform other duties as assigned

QUALIFICATIONS:

12. B.A. degree or equivalent, or higher degree
13. Waldorf education certificate, or equivalent
14. Waldorf teaching experience desirable
15. Warm, caring, disciplined way with children
16. Academic competence to deliver the curriculum at required grade level(s)
17. Comfortable working with a variety of artistic media and methods
18. Strong communication, organization, and time management skills
19. Ability to work collaboratively
20. Detail-oriented with strong attention to follow-through
21. Computer literacy including email, netiquette, and Microsoft Office
22. Able, unassisted, to lift and carry children up to 50 pounds in weight
25. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
26. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Grades 1-7 Class Teacher

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY Dean of Education
SUPERVISES as assigned
PAID / UNPAID / SCHEDULED Paid, full-time, exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- by the end of the summer preceding the school year, the incumbent is prepared to succeed in teaching in the class level at any Waldorf school
- by the end of the school year, students have made appropriate developmental and educational progress and are prepared to succeed in the subsequent grade level at any Waldorf school
- parents/guardians of students in a grade reenroll their children for the subsequent school year

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assure the safety and security of his/her students (and students of other classes as circumstances may require) during the school day
2. Set up and maintain a clean, orderly and beautiful classroom
3. Plan and deliver the curriculum
4. Evaluate and document each student's work and progress
5. Guide the class in participation in festivals, other school events, and appropriate community activities
6. See that classroom volunteers are well managed and appreciated
7. Host whole-class parent meetings
8. Conduct parent-teacher conferences with each student's parents
9. Assist administrative staff with enrollment, development and other functions as requested/assigned
10. Attend meetings and contribute to full faculty, department, work groups as assigned
11. Participate in mentoring program as assigned
12. Undertake continuing professional development
13. Cooperate with all colleagues, faculty and administrative staff alike, as needed, requested, or assigned by supervisor.
14. Perform other duties as assigned

QUALIFICATIONS:

1. B.A. degree or equivalent, or higher degree
2. Waldorf education certificate, or equivalent, highly desirable
3. Waldorf teaching experience desirable
4. Washington state teaching certificate desirable
5. Academic competence to deliver the curriculum at required grade level(s)
6. Warm, caring, disciplined way with children
7. Comfortable working with a variety of artistic media and methods
8. Strong communication, organization, and time management skills
9. Ability to work collaboratively
10. Detail-oriented with strong attention to follow-through
11. Computer literacy including email, netiquette, and Microsoft Office
12. Able, unassisted, to lift and carry children up to 50 pounds in weight
27. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
28. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Grades 6-8 Block Teacher

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	As assigned
PAID / UNPAID / SCHEDULED	paid or unpaid volunteer, part-time, non-exempt

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- By the end of the Grade 6, Grade 7, or Grade 8 block assignment, students have made appropriate developmental and educational progress in the block subject(s), and are prepared to succeed at the subsequent level at any Waldorf school.
- The temporary absence of the regular teacher (if applicable) does not compromise the progress of the class.

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assure the safety and security of students (and students of other classes as circumstances may require) during the school day
2. Maintain a clean, orderly and beautiful classroom environment
3. Document classroom activities, occurrences, student behavior, student work, student progress, as appropriate, and other relevant information for the Class Teacher, Dean of Education and/or Class Advisor's review or study by other faculty

Duties may also include, if assigned:

4. Guide the class in participation in festivals, other school events, and community activities
5. Attend "introduction to the visiting teacher" meeting with the class parents
6. Attend meetings and contribute to full faculty, department, work groups as assigned
7. Co-host whole-class parent meetings
8. Co-conduct parent-teacher conferences with each student's parents
9. Perform other duties as assigned

QUALIFICATIONS:

1. Waldorf education certificate and experience teaching subject at assigned grade level
2. B.A. degree or equivalent, or higher degree
3. Prior experience and mastery of teaching the subject and grade level in a Waldorf school
4. Warm, caring, disciplined way with children
5. When lead teaching kindergarten age students, ability to guide students in nonverbal manner
6. Computer literacy including email, netiquette, and Microsoft Office
7. Strong communication, organization, and time management skills
8. Able, unassisted, to lift and carry children up to 50 pounds in weight
9. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
10. Must meet all applicable fingerprinting, legal, and licensing requirements

Kindergarten Assistant

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY: Kindergarten Teacher
SUPERVISES: as assigned
PAID / UNPAID / SCHEDULED paid, part-time, non-exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- The Kindergarten Teacher is well supported in his/her work
- By the end of the school year, the incumbent has grown in pedagogical capacity

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to assist (or temporarily take the lead as requested or appropriate) in:

1. Assuring the safety and security of students in classroom (and students of other classes as circumstances may require) during the school day.
2. Conducting daily class activities.
3. Setting up and maintaining a clean, orderly, and beautiful classroom.
4. Evaluating and documenting each student's status and progress.
5. Following the indications of the teacher, communicating with students primarily through gesture and nonverbal cues (please minimize speaking with students).
6. Guiding the class in participation in festivals, school events, and appropriate community activities.
7. Performing other duties as assigned.

QUALIFICATIONS:

1. Waldorf education certificate and/or experience
2. Ability to guide students in nonverbal manner, following teacher's cues
3. Early childhood education certificate and/or experience
4. Ability to sing well and on pitch
5. Warm, caring, disciplined way with children
6. Strong communication, organization, and time management skills
7. Computer literacy including email, netiquette, and Microsoft Office
8. Ability to work collaboratively
9. Impeccable personal care
10. Detail-oriented with strong attention to follow-through
11. Able, unassisted, to lift and carry children up to 50 pounds in weight for at least 5 minutes
12. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
13. Able to work out of doors in all weather
14. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Kindergarten Teacher

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Dean of Education
SUPERVISES as assigned
PAID / UNPAID / SCHEDULED Paid, full-time, exempt

POSITION DESCRIPTION:

The results to be produced by the two-teacher team are that:

- By the end of the school year, students are prepared to succeed in the subsequent kindergarten year or first grade at any Waldorf school
- By the end of the school year, the incumbent has grown in pedagogical capacity
- parents/guardians are satisfied with their children's Waldorf school experience and reenroll their children for the subsequent school year
- Demand for enrollment in the kindergarten program increases

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assure the safety and security of his/her students (and students of other classes as circumstances may require) during the school day
2. Balance the co-teaching workload by vigilance in planning and sharing duties to ensure:
 - a. that each teacher is working from their strengths to serve the school;
 - b. that each teacher is developing in their growth areas;
 - c. that duties and hours are shared equitably;
 - d. that neither teacher finds himself or herself unfairly burdened by workload.
3. Set up and maintain a clean, orderly, and beautiful classroom.
4. Plan and deliver the curriculum.
5. Evaluate and document each student's status and progress.
6. Guide the class in participation in festivals, other school events, and appropriate community activities.
7. See that classroom volunteers are well managed and appreciated
8. Host whole-class parent meetings.
9. Conduct parent-teacher conferences with each student's parents.
10. Assist administrative staff with enrollment, development and other functions as requested/assigned.
11. Attend meetings and contribute to full faculty, department, work groups as assigned.
12. Participate in mentoring program as assigned
13. Undertake continuing professional development.
14. Cooperate with all colleagues, faculty and administrative staff alike, as needed, requested, or assigned by supervisor.
15. Perform other duties as assigned

QUALIFICATIONS:

1. B.A. degree or equivalent, or higher degree
2. Waldorf education certificate and/or experience
3. Ability to sing and on pitch
4. Washington state teaching certificate desirable
5. Warm, caring, disciplined way with children
6. Strong communication, organization, and time management skills
7. Ability to work collaboratively
8. Detail-oriented with strong attention to follow-through
9. Computer literacy including email, netiquette, and Microsoft Office
10. Able, unassisted, to lift and carry children up to 50 pounds in weight for at least 5 minutes
11. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
12. Able to work out of doors in all weather
13. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Morning Drop-off Supervisor

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	As assigned
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- People are safe during morning drop-off activities
- Morning drop-off is smooth and efficient

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assure the safety and security of students and adults during morning drop-off
2. Direct traffic to avoid unnecessary delays and unsafe maneuvers
3. Attend meetings as assigned
4. Greet parents warmly while attending to students at all times
5. Cooperate with all colleagues, faculty and administrative staff alike, as needed, requested, or assigned by supervisor.
6. Perform other duties as assigned

QUALIFICATIONS:

1. Warm, caring, disciplined way with children and adults
2. Presence of mind and common sense
3. Computer literacy including email, netiquette, and Microsoft Office
4. Able, unassisted, to lift and carry children up to 50 pounds in weight
5. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
6. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Specialty Subject Teacher

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	Assistant, if any; others as assigned
PAID / UNPAID / SCHEDULED	Paid or volunteer, part-time, non-exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- Students are prepared to succeed in the subsequent school year at any Waldorf school in those aspects of their development that are affected by the specialty lessons
- By the end of the school year, the incumbent is prepared to perform at a higher level in the subsequent year
- Parents/guardians are satisfied with their children's specialty subject schooling experience

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assure the safety and security of his/her students (and students of other classes as circumstances may require) during the school day
2. Maintain a clean, orderly and beautiful work space, as appropriate to the subject being taught
3. Plan and deliver the curriculum
4. Evaluate and document each student's status and progress
5. Interact with each student's parents if/as appropriate
6. Support administrative staff with enrollment, development and other functions as requested/assigned
7. Attend meetings and contribute to full faculty, department, work groups as assigned
8. Participate in mentoring program as assigned
9. Undertake continuing professional development
10. Cooperate with all colleagues, faculty and administrative staff alike, as needed, requested, or assigned by supervisor.
11. Perform other duties as assigned

QUALIFICATIONS:

1. B.A. degree or equivalent, or higher degree
2. Waldorf education certificate, or equivalent
3. Waldorf teaching experience desirable
4. Demonstrable knowledge of / experience in the subject to be taught
5. Washington state teaching certificate desirable
6. Warm, caring, disciplined way with children
7. Strong communication, organization, and time management skills
8. Ability to work collaboratively
9. Detail-oriented with strong attention to follow-through
10. Computer literacy including email, netiquette, and Microsoft Office
11. Able, unassisted, to lift and carry children up to 50 pounds in weight
12. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
13. Able, unassisted, to climb, stoop, reach, push, pull, crouch, lift, grasp, run, kneel, turn, and throw (movement teachers only)
14. Able to work out of doors in all weather (movement and gardening only)
15. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Specialty Subject Teacher Assistant

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Specialty Subject Teacher
SUPERVISES	as assigned
PAID / UNPAID / SCHEDULED	paid or unpaid volunteer, part-time, non-exempt

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Specialty Subject Teacher is well supported in his/her work

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to assist (or temporarily take the lead as requested or appropriate) in:

1. Assuring the safety and security of his/her students (and students of other classes as circumstances may require) during the school day.
2. Following the indications of the teacher, communicating with students primarily through gesture and nonverbal cues (please minimize speaking with students).
3. Classroom activities, including with small groups of students as assigned.
4. Setting up, cleaning up, and maintaining a clean, orderly, and beautiful workspace.
5. Substitute teaching when Specialty Subject Teacher is absent.
6. Performing other duties as assigned.

QUALIFICATIONS:

1. Interest in Waldorf education
2. Ability to guide students in nonverbal manner, following teacher's cues
3. Waldorf education certificate and/or experience desirable
4. Washington state teaching certificate desirable
5. Computer literacy including email, netiquette, and Microsoft Office
6. Knowledge of specialty subject
7. Warm, caring, disciplined way with children
8. Ability to work collaboratively
9. Detail-oriented with strong attention to follow-through
10. Able, unassisted, to lift and carry children up to 50 pounds in weight
11. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
12. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Substitute Teacher

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	As assigned
PAID / UNPAID / SCHEDULED	paid or unpaid volunteer, part-time, non-exempt

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The temporary absence of the regular teacher does not compromise the progress of the class.

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assure the safety and security of his/her students (and students of other classes as circumstances may require) during the school day
2. Maintain a clean, orderly and beautiful classroom
3. Document classroom activities, occurrences, student behavior, student work, student progress, as appropriate, and other relevant information for the information of the regular teacher.
4. Guide the class in participation in festivals, other school events, and appropriate community activities if scheduled
5. Host whole-class parent meetings if appropriate
6. Conduct parent-teacher conferences with each student's parents if appropriate
7. Attend meetings and contribute to full faculty, department, work groups as assigned
8. Perform other duties as assigned

QUALIFICATIONS:

1. Waldorf education certificate and/or experience
2. B.A. degree or equivalent, or higher degree desirable
3. Washington state teaching certificate desirable
4. Warm, caring, disciplined way with children
5. When lead teaching kindergarten age students, ability to guide students in nonverbal manner
6. When assisting with students of any age, ability to follow teacher's cues and guide students in nonverbal manner
7. Computer literacy including email, netiquette, and Microsoft Office
8. Strong communication, organization, and time management skills
9. Able, unassisted, to lift and carry children up to 50 pounds in weight
10. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
11. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

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FACULTY SELF-ADMINISTRATIVE ROLES (VOLUNTEER)

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Assemblies and Ceremonies Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Dean of Education
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Assemblies and ceremonies are planned and executed smoothly
- The audience for each event leaves better informed and/or enriched by the experience
- Participants in assemblies and ceremonies are well-supported in their participation

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Organize, plan, and manage TCWS assemblies and ceremonies as listed

Month	Event
September	Rose Ceremony
September	faculty presentations at Back to School Night
October	faculty portion of Friends & Relatives Day
various	Students Sharing Assemblies on site
various	Students Sharing Assemblies off site
June	Closing Ceremony and Great Handshake
June	Last Day of School Picnic and Ice Cream Social
June	Grade Eight Commencement Ceremony

2. Appoint and manage all support roles for each event, which may include Hosts/Emcee; Door monitors; Catering /refreshments; Programs; Decorations; Flowers; Music; Set-up; Clean-up
3. Communicate event needs to Dean of Education, which may include room reservation (include set-up and clean-up time needed); order: plates/cups/napkins/utensils; copying – programs, sheet music, other
4. Submit agenda items and present discussions, overviews, reviews, and requests to appropriate faculty meetings
5. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, performance, documentation, and communication skills
2. Basic desktop publishing skills for creation of printed programs
3. Computer literacy including email, netiquette, and Microsoft Office, especially email, MS Word, MS Publisher, .pdf, and report writing
4. Able, unassisted, to move from place to place, walk, talk, hear, stand, see, and sit
5. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

AWSNA Delegate

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	None
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Three Cedars is represented creditably at AWSNA regional delegates meetings and AWSNA national conferences

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Attend Pacific Northwest regional and U.S. national AWSNA conferences
2. Attend regional and national AWSNA delegates meetings
3. Represent the work of Three Cedars Waldorf School
4. Participate in national association and mutual support between Waldorf schools
5. Monitor TCWS communications with AWSNA leadership
6. Monitor TCWS accreditation processes with AWSNA and PNAIS

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Facilitation skills
3. Diplomacy, tact, equanimity, ability to maintain confidentiality
4. Long-term commitment with Three Cedars – teachers who are known to be leaving the school are asked to step down from this role in order to focus on a smooth transition
5. Computer literacy including email, netiquette, and Microsoft Office
6. Able, unassisted, to move from place to place, walk, talk, hear, stand, see, and sit
7. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Care Group Member

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	none
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

NOTE: The volunteer members of the Care Group speak for the Group only within their private and confidential meetings. When the Group is not meeting, the volunteer members do not speak for the Group nor do they advise individual teachers or parents regarding matters discussed by the Group outside of formal meetings. Each volunteer member refers any questions or conversations outside of Care Group meetings to the Dean of Education. This “one voice” principal, with the single voice being the Dean of Education, ensures the confidentiality, consistency, and integrity of the work of this group.

Care Group meetings are scheduled weekly or more frequently as required to meet the needs of the whole school. A formal agenda, prioritized by the Group at the beginning of each meeting provides the structure for each meeting.

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Issues relating to child development (e.g., sensory integration, learning challenges, physical challenges) are resolved as fully as the school can reasonably resource in house
- Issues are carefully documented and tracked so that the class teacher is “not alone” managing students’ challenges
- Meetings with parents are supported with multiple faculty perspectives
- Students referred for Care Group consideration experience steady progress in overcoming their issues
- Parents are clear about what support the school can provide, and what support they must pursue outside of school as a condition of enrollment
- Parents/guardians are satisfied with the extra care that their children receive

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Create policy for collaborative work within the faculty for resolving students’ developmental challenges
2. Hold and monitor highly confidential and sensitive information relating to
 - a. social-behavioral (if child seems unable to be guided by Social Inclusion program)
 - b. learning challenges
 - c. social issues
 - d. parent-teacher communication, support, and meeting facilitation
3. Prioritize student care tasks and set timelines according to available resources
4. Serve as facilitator or participant in Circle of Support meetings with parents and class teachers
5. Research vetted referrals to outside resources and communicate expectations to parents
6. Keep the Dean of Education fully briefed regarding issues, assessments, diagnoses, therapies, and tutoring for each student that the Care Group is serving
7. Perform other duties as assigned

QUALIFICATIONS

1. Knowledge of Waldorf view of child development
2. Professional curative or therapeutic training
3. Discretion, tact, diplomacy, confidentiality
4. Ability to work effectively with parents
5. Facilitation skills for Circle of Support meetings
6. Computer literacy including email, netiquette, and Microsoft Office
7. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
8. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Festivals Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY Dean of Education
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Festivals are planned and executed smoothly
- The volunteers co-creating each event leave better informed about the meaning of festivals and personally enriched by the experience
- Participants in festivals, students and adults, are well-supported in their participation

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Plan, organize, track budget, manage and implement TCWS festivals as listed

Month	Event
September	Michaelmas Festival
November	Lantern Walk
November/December	Winter Garden of Light
December	Santa Lucia, Saint Nicholas
May	May Day Festival

2. Plan, schedule, lead Festivals Team meetings
 - a. Plan and lead effective festivals team meetings
 - b. Forward items that belong in other meetings to other meetings coordinator
3. Appoint and manage all support roles for each event, which may include:
 - a. Recruiting and assigning all faculty roles for set-up, event, and clean-up
 - b. Communicating parent volunteers needed (beyond Festivals Team membership) to the Volunteers Recruiter: e.g., Host/Emcee, ushers, callers, musicians, runners, costume sewers, etc.
 - c. Catering /refreshments
 - d. Programs, décor, flowers, music
 - e. Set-up and Clean-up
 - f. PR / flyers /articles
 - g. Event waste (adequate garbage cans)
4. Communicate event needs to School Office Coordinator and Dean of Education:
 - a. room reservation (include set-up and clean-up time needed)
 - b. ordering: plates/bowls/cups/napkins/utensils
 - c. copying – programs, sheet music, other
 - d. parking/shuttle bus
5. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, performance, documentation, and communication skills
2. Basic desktop publishing skills for creation of printed programs
3. Computer literacy including email, netiquette, and Microsoft Office, especially email, MS Word, MS Publisher, .pdf, and report writing
4. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
5. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Meetings Agenda Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Dean of Education
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The mandate group or faculty department is well supported in its collaborative work life
- Meeting participants are satisfied by prioritization of agenda items

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. plan, organize and conduct weekly department or mandate group meeting as assigned; e.g., Full Faculty, Elementary Grades, Early Childhood, Pedagogical Carrying, Care/Social Health, etc.
2. prioritize discussion topics and set agendas
3. maintain tabled items list
4. provide printed agendas for meetings
5. assign meeting facilitator and note-taker as needed
6. forward items that belong to other groups' discussion or consultation
7. publish notice of upcoming meetings
8. monitor communication related to the group's scope of work and meetings
9. foster high morale and effectiveness of group
10. the following Coordinators attend a weekly "Steering Coordinators Circle" meeting with the Dean of Education: Full Faculty, Elementary, Early Childhood, Pedagogical Carrying
11. perform other duties as assigned

QUALIFICATIONS

1. strong administrative, coordination, documentation, and communication skills
2. agenda-setting, prioritization and facilitation skills
3. willingness to serve at the appointment of the Dean of Education for any term
4. skill in primary role is sufficiently established so that the Meetings Coordinator can take up this additional volunteer leadership work without compromising the energy needed to fulfill primary duties
5. long-term commitment with Three Cedars – teachers who are known to be leaving the school are asked to step down from this role in order to focus on a smooth transition
6. commitment to accountability for outcome in the education of Three Cedars students
7. commitment to serving the needs of the whole school, transcending personal opinions
8. sensitivity, respect, and commitment to the confidentiality of faculty, students, and parents
9. strong listening, comprehension, communication, and interpersonal skills
10. the ability to share difficult feedback in a tactful and clear manner
11. computer literacy including email, netiquette, and Microsoft Office
12. commitment to working within the discipline and form of a proposals system
13. preferred: successful experience planning and leading meetings
14. preferred: consensus training
15. able, unassisted, to move from place to place, walk, talk, hear, stand, see, and sit
16. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Pedagogical Carrying Group Member

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	none
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

NOTE: The volunteer members of the PCG speak for the Group only within their private and confidential meetings. When the Team is not meeting, the volunteer members do not speak for the Group nor do they advise individual teachers or parents regarding matters discussed by the Group. Each volunteer member refers any questions or conversations outside of PCG meetings to the Dean of Education. This “one voice” principal, with the single voice being the Dean of Education, ensures the confidentiality and integrity of the work of this group.

Pedagogical Carrying Group meetings are scheduled weekly or more frequently as required to meet the needs of the whole school. A formal agenda, prioritized by the Group at the beginning of each meeting provides the structure for each meeting.

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- faculty and administrative colleagues are well advised as to pedagogical implications and aspects of the school's operations
- faculty are satisfied with the integrity and authority of the group

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Study anthroposophical materials in the spirit of “carrying” of the school as a whole
2. Discuss school policies and protocols from the perspective of whole school pedagogical implications
3. Give feedback to various workgroup’s proposals (e.g., Architectural Planning, Elementary Program)
4. Recommend, review, and amend policies and procedures to be articulated in school publications and handbooks
5. Provide leadership for faculty recruiting function: participate in hosting teacher candidate interviews, candidate reviews
6. Advise various groups and leadership positions regarding issues not resolved in other groups, e.g.:
 - a. Office & Facilities Coordinator re proposals for annual calendar
 - b. Master Schedule Group regarding elementary classes schedule Dean of Education regarding staffing configurations, staffing budget priorities
 - c. Dean of Education regarding student issues that are not resolved in other groups
 - d. Executive Director regarding corporate management matters
7. Perform other duties as assigned

QUALIFICATIONS

Group members must be currently employed, either as paid or volunteer staff, at Three Cedars and are called to bring these qualities to the work of the group:

1. willingness to serve at the appointment of the Dean of Education for any term
2. teaching skill is sufficiently established so that the teacher can take up this additional volunteer leadership work without compromising the energy needed to fulfill primary duties
3. knowledgeable about Waldorf pedagogy, curriculum, anthroposophy
4. knowledgeable about TCWS policies and protocols
5. teachers may join as early as the second half of their first school year at Three Cedars, subject to
 - a. commitment to Waldorf education and to Three Cedars Waldorf School
 - b. commitment to accountability for outcome in the education of Three Cedars students
 - c. sensitivity, respect, and commitment to the confidentiality of employees and customers
 - d. ability to participate actively, assertively, yet respectfully in discussions
 - e. ability to consider a wide range of factors (including cultural, social, and economic) both objectively and fairly
 - f. commitment to serving the needs of the whole school
6. long-term commitment with Three Cedars – teachers and staff who are known to be leaving the school are asked to step down from this role in order to focus on a smooth transition
7. computer literacy including email, netiquette, and Microsoft Office
8. able, unassisted, to move from place to place, talk, hear, stand, see, and sit
9. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Recess Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Dean of Education
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Morning and afternoon elementary recesses are orderly, safe, and fun for students

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Bring strategies for combining classes during various recess periods to enhance relationships throughout the school to full faculty for discussions
 - a. Coordinate and communicate zone assignments by grade for each day and recess period of the week to full faculty and staff
2. Update “Recess Rules” documentation and help orient all new teachers to Three Cedars recess culture, including After Care
3. Oversee, plan, and coordinate morning and afternoon recess for elementary grades students
 - a. Prepare before each recess period
 - i. assess weather conditions (wind, rain, etc.) and clothing needs and post recess dress code signage for that period
 - ii. communicate with class teachers to facilitate
 - iii. clear obstacles and make any necessary adjustments to normal set-up of recess zones
 - iv. open recess box and prepare flags for open areas
 - v. coordinate with other recess personnel regarding alerts, zone assignments, changes
 - vi. ring “recess begin” bell
 - b. Monitor issues with recess and keep faculty and administration informed about:
 - i. safety/facilities issues
 - ii. social issues, including disruptive or hurtful play
 - iii. rules for specific games that need to be rearticulated or enforced
 - iv. coaching of all teachers regarding recess best practices
 - c. Create play spaces for each age range, with appropriate activities available in each zone
 - i. set out cones to mark areas
 - ii. adjust according to site development projects (e.g., play equipment or fencing installation or removal)
 - iii. communicate short-term needs to school management
 - iv. communicate long-term needs to Executive Director and Architectural Planning Team
4. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Facilitation skills
3. Computer literacy including email, netiquette, and Microsoft Office
4. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
5. Able, unassisted, to lift and carry children up to 50 pounds in weight
6. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Shepherds Play Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY Dean of Education
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The annual Shepherds Play production is enjoyed and loved by students and community members
- The play is presented on time and within budget
- Play rehearsals are smooth, efficient and respectful of participants' time
- Play materials are properly and promptly inventoried, maintained, improved and stored

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Schedule and announce planning meetings and rehearsals
2. Arrange venue(s) for rehearsals and performances
3. Appoint and manage all support roles, which may include Hosts/Emcee; Door monitors; Catering /refreshments; Programs; Decorations; Music; Set-up; Clean-up
4. Communicate event needs to Dean of Education, which may include room reservation (include set-up and clean-up time needed); ordering: plates/cups/napkins/utensils; copying – programs, sheet music, other
5. Submit agenda items and presenting discussions, overviews, reviews, and requests to appropriate faculty meetings
6. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Facilitation skills
3. Computer literacy including email, netiquette, and Microsoft Office
4. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
5. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Social Health Group Member

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	as assigned
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

NOTE: The volunteer members of the Social Health Group speak for the Group only within their private and confidential meetings. When the Group is not meeting, the volunteer members do not speak for the Group nor do they advise individual teachers or parents outside of meetings regarding matters discussed by the Group. Each volunteer member refers any questions or conversations outside of Social Health Group meetings to the Dean of Education. This “one voice” principal, with the single voice being the Dean of Education, ensures the confidentiality and integrity of the work of this group.

Social Health Group meetings are scheduled weekly or more frequently as required to meet the needs of the whole school. A formal agenda, prioritized by the Group at the beginning of each meeting provides the structure for each meeting.

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Students’ social-emotional capacities are developed
- Students who are able and willing to resolve negative social dynamics are supported and guided to take maximum personal responsibility
- Faculty, Staff, and Parents are regularly briefed on Social Inclusion Program values, tools, techniques, and best practices
- The school-wide Social Inclusion Program is fully developed, implemented and maintained
- Parents/guardians are satisfied with their children’s social experience at Three Cedars

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Create policy for collaborative work within the school, including the Social Inclusion program
2. Hold and monitor highly confidential and sensitive information relating to
 - a. behavior issues
 - b. social issues
 - c. conflict resolution
3. Work within the group to prioritize student care and social inclusion projects and tasks according to available resources
4. Develop the upper elementary Student Social Action Committee SAC work within the elementary program, mentoring younger students, and collaboratively between other schools working with Social Inclusion
5. Provide meeting planning, notification, facilitation, follow-up for teacher-parent Circle of Support meetings that relate to unresolved social conflicts
6. Research vetted referrals to outside resources and ensure that parents are clear about school expectations for pursuing those resources (possibly as a condition of enrollment)
7. Keep the Dean of Education fully briefed regarding issues, assessments, agreements, and meetings relating to each student and class that the Group is serving
8. Perform other duties as assigned

QUALIFICATIONS

1. Working knowledge and ongoing study of Kim John Payne’s Social Inclusion Model
2. Exceptional listening skills and facilitation skills
3. Understanding of intrinsic versus extrinsic motivation, socio-emotional intelligences and development, and developmentally appropriate techniques for working with students’ emotional and social development issues at different ages.
4. Understanding of “four ethers” meeting organization and other effective facilitation systems
5. Computer literacy including email, netiquette, and Microsoft Office
6. Capacity to hold different and even conflicting input from teachers and parents simultaneously, and to support resolution of students’ social issues
7. Ability to work with and communicate with a wide range of personality and learning styles
8. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
9. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Staff Room Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY Dean of Education
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The staff room is tidy and pleasant
- The staff room meets teachers' needs for working, meeting and resting

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Coordinate colleagues to tidy staff room daily
2. Dispose of unclaimed / unauthorized clutter, including from refrigerator
3. Replenish drinking water and supplies
4. Report maintenance needs promptly
5. Canvass staff members for improvement ideas
6. Promote improvements
7. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Organizational skills including storage and communications with faculty
3. Computer literacy including email, netiquette, and Microsoft Office
4. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
5. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Steering Coordinators Circle

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	none
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- agenda topics will be coordinated and steered appropriately amongst faculty self-administrative groups, faculty departments, community mandate groups, school administration, and the full faculty meetings.

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

EX OFFICIO MEMBERS

All members of the Steering Group are ex officio. Having committed to leading mandate groups, they consult with one another weekly to steer agenda items and issues:

1. Early Childhood Education Meetings Coordinator
2. Elementary Grades Department Meetings Coordinator
3. Full Faculty Meetings Coordinator
4. Pedagogical Carrying Group Coordinator

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Meet weekly to discuss coordination of faculty mandate group and departmental group work in the school
2. Advise faculty, staff, parents, and volunteers regarding to which mandate group or department a conversation (or to which groups a sequence of conversations will be most appropriate) belongs, so that agenda items are submitted appropriately
3. Identify agenda topics that require Pedagogical Carrying Group oversight as a final step in decision-making process versus what topics can be resolved by other mandate groups or departments or the school's administration
4. Review existing policy or procedures that may answer a question that has been offered (when the person bringing the question lacks knowledge of that established policy or procedure)
5. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Computer literacy including email, netiquette, and Microsoft Office
3. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
4. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Student Work Displays Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Office & Facilities Coordinator
SUPERVISES	As assigned
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Front Office display board is beautiful, fresh, interesting, and informative

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Maintain and regularly update and change (at least monthly) display board in Front Office
2. Organize rotation of class and subject displays
3. Advise teachers preparing displays regarding color photocopies of representative student work
4. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Computer literacy including email, netiquette, and Microsoft Office
3. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
4. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

MANAGERIAL AND ADMINISTRATIVE STAFF (PAID AND VOLUNTEER ROLES)

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Administrative Assistant

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Office & Facilities Coordinator
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED Paid or unpaid; part-time, non-exempt

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Office & Facilities Coordinator is well supported in his/her work

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Attend to student care - injuries and illnesses, behavior incidents, attendance, documentation, conflict resolution, and follow-up communications with parents and teachers
2. Receive and route telephone, email, and visitors
 - a. hosting visitors temporarily in front office
3. Make calls to parents for teachers re: student needs, requests for meetings, etc.
4. Copy, file, type, edit, print, mail
5. Tidy and re-organize front office and school store
6. Support events coordination - receive replies to invitations and log to event attendee lists, set up and clean up events such as School Tours, schedule volunteers, pick up coffee/catering, etc.
7. Transform items worthy of publication into newsletter articles and blurbs
8. Document facilities needs requests - maintenance, repairs, improvements
9. Process deliveries - verifying contents to bill of lading, routing to appropriate recipients and bookkeeper
10. Sell items in school store
11. Process incoming payments and generate receipts
12. Assist with any duties the Office & Facilities Coordinator has delegated
13. Provide personal assistance to school's management personnel
14. Perform other duties as assigned

QUALIFICATIONS

1. Clerical, administrative, consultative, and communication skills, including telephone reception
2. Tact, diplomacy, unquestionable ability to maintain confidentiality
3. Computer literacy including email, netiquette, and Microsoft Office, especially email, key entry and desktop publishing
4. Able, unassisted, to lift and carry children up to 50 pounds in weight
5. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
6. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Architectural Planning Team Member

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Executive Director
SUPERVISES	as assigned
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Executive Director is well-supported in his/her architectural site planning work

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Work as a group to plan short-term, mid-term, and long-term site improvements, per context of evolving master site plan
2. Discuss and incorporate feedback from management, faculty, administrative staff, parents, and neighbors relating to architectural planning
3. Coordinate input from various professionals and determine unified architectural plan
4. Meet with architects and other professionals at key points in planning processes
5. Lead aspects of meetings with faculty and parents to solicit input
6. Monitor communication between contracted professionals and the school's management related to architectural planning between meetings
7. Lead specific Buildings & Grounds or Class projects
8. Take up (individually) certain projects for completion between meetings (e.g., interviewing prospective professional service providers and designers, calling references, or planning for specific projects)
9. Perform other duties as assigned

QUALIFICATIONS

1. Working knowledge of City of Bellevue building code, WAC, fire code, etc as relates to Waldorf Elementary and Early Childhood facilities
2. Basic understanding of construction including electrical, plumbing, carpentry, geotech systems
3. Computer literacy including email, netiquette, and Microsoft Office, especially email, .pdf, and report writing
4. Capacity to hold several conflicting scenarios simultaneously and to adjust long-term, mid-term, and short-term facilities planning as new information is confirmed
5. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
6. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

N.B.: The most important qualifications for this role are patience and the ability to hold several different conflicting scenarios simultaneously. It can be frustrating for some people to live, truly, into the loop of short-term and long-term planning conflicts. It can often feel like the opposite of getting something done.

Bookkeeper

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Executive Director
SUPERVISES	As assigned
PAID / UNPAID / SCHEDULED	paid, part-time, non-exempt

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Accounts are accurate and current
- Payroll is timely and accurate
- AP are timely paid
- The Executive Director is well and timely informed as to the state of the school's finances
- Accounting records are accurate and current and retained for the appropriate length of time
- All of the above are legally compliant
- Other duties as assigned

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Monitor student attendance and late tuition payments for retention and suspension
2. Record financial transactions
3. Verify, allocate, post details of business transactions to subsidiary accounts in QuickBooks files, and send follow-up correspondence from documents such as enrollment contracts, notices of withdrawal, donations, sales slips, invoices, receipts, rebates, EFT payments, SMART summaries, ADP payroll, check stubs, and reimbursement requests
4. Monitor reconciliation and account balancing by Executive Director/Treasurer, Finance Coordinator, and Reconciliations Coordinator and answer questions
5. Track cash flow
6. Generate reports: cash receipts and expenditures, accounts payable and receivable, profit and loss, fundraising, CPA preparation
7. Export donation records for donor management database to Development Coordinator
8. Compute, type, and phone, email, and mail monthly statements to past due accounts
9. Print checks for payments from school for Executive Director's signature
10. Process SMART enrollment and manage SMART accounts, new enrollment, balance adjustments, etc. Send letters to parents explaining adjustments on accounts
11. Process donor enrollment in EFT service and manage EFT accounting and communications
12. Notify Executive Director of past due tuition/fees, generate past due letters and alerts to suspending attendance
13. Notify Development Coordinator of past due pledges and generate past due pledge reminders
14. Assist Executive Director/Treasurer with bookkeeping and legal filing.
15. Other duties as assigned

QUALIFICATIONS

1. Working knowledge of federal, state, and local law relating to financial standards for bookkeeping and accounting
2. Bookkeeping, billing, customer service, administrative, documentation, and communication skills
3. Computer literacy including email, netiquette, and Microsoft Office, especially email, MS Excel, QuickBooks, and report writing
4. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
5. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Bookkeeping Reconciler

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY Executive Director
SUPERVISES as assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Executive Director is informed of any discrepancies between bookkeeper's entries and statements from vendors such as banks, securities brokers, payroll service, etc.
- The Executive Director's expense reports are reviewed for appropriate and adequate documentation

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Reconcile bookkeeping entries with statements from vendors such as banks, securities brokers, payroll service, etc., and report discrepancies to Executive Director
2. Review Executive Director's expense reports for appropriateness and adequate documentation and approve for payment
3. Perform other duties as assigned

QUALIFICATIONS

1. Working knowledge of federal, state, and local law relating to financial standards for bookkeeping and accounting
2. Computer literacy including email, netiquette, and Microsoft Office
3. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
4. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Cleaning Services

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Office & Facilities Coordinator
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED paid, part-time, non-exempt

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- School buildings and grounds are clean, and cleaning methods and materials are compliant with all applicable safety standards, codes and policies

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Keep school buildings and grounds in clean and orderly condition performing any combination of following duties:
 - a. Sweep, mop, scrub, and vacuum classrooms, hallways, stairs, kitchens, closets, offices, meeting rooms, and exterior walkways.
 - b. Empty trash and garbage containers.
 - c. Wash windows interior and exterior on a published schedule.
 - d. Wash HVAC vents (intake and heat) on a published schedule.
 - e. Notify Executive Director concerning needs for major repairs or additions to lighting, heating, and ventilating equipment.
 - f. Deep clean individual rooms on a published schedule, including cobweb removal, cleaning under heavy furniture, washing desks and chairs, washing trash cans.
 - g. Deep clean individual offices on a published schedule, including cobweb removal, cleaning under heavy furniture, washing desks and chairs, washing trashcans, dusting underneath computer equipment, spray-washing monitors.
 - h. Deep clean kitchen on a published schedule, including cleaning under heavy equipment and appliances, cobweb removal, washing trashcans, cleaning refrigerator and oven.
 - i. Dust blinds and window dressings.
 - j. Polish metalwork.
 - k. Collect soiled linens for laundering, and receive and store linen supplies in linen closet.
 - l. Keep utility and storage closets in clean and orderly condition.
 - m. Occasionally clean parking lot and walkways using broom, rake, and leaf blower.
2. Perform deep cleaning during school breaks:
 - a. Clean difficult-to-access walls, ceilings, corners, lighting fixtures
 - b. Clean beneath heavy furniture
 - c. Clean carpet
 - d. Refinish hardwood and vinyl floors
 - e. Clean drapes
 - f. Clean interior exterior windows
3. Perform other duties as assigned

QUALIFICATIONS

1. Demonstrated capability in facility cleaning
2. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
3. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Dean of Education

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Executive Director
SUPERVISES	Teachers; Faculty self-admin coordinators and work group members; Class Coordinators' Facilitator, various community volunteer coordinators and work group members; others as assigned
PAID / UNPAID / SCHEDULED	Paid, full-time, exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that

- the Waldorf educational program and faculty are managed and developed so that the schooling is successful according to the school's ends statement;
- Three Cedars students, in a balanced manner, think clearly, feel deeply, and impart purpose to their own lives;
- enrollment grows, both new students and a high rate of retention for returning students.

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Oversee faculty development and co-creation of program content and curriculum articulation
 - a. attending Full Faculty and Elementary program meetings weekly
 - b. attending Pedagogical Carrying Group / Professional Development meetings weekly
 - c. attending Coordinators Circle meetings weekly to help steer/coordinate agendas of various groups
 - d. attending Early Childhood, Developmental Care / Social Health, Subject Teachers, etc. meetings occasionally
 - e. coordinating federal and local funding and private grants relating to program including title funds, school district services, matching grants
2. Coordinate development and implementation of professional development systems including evaluation and mentoring
3. Manage faculty personnel and articulate clear processes to maximize likelihood of schooling success including
 - a. observing classroom teaching with consultation and support in debrief meetings
 - b. orienting new teachers to the school, including regular meetings with new hires
 - c. supporting effective teacher communication to parents, both personal and written
 - d. balancing and scheduling teacher workloads
 - e. maintaining complete performance and career documentation
 - i. holding meetings and documenting to resolve performance issues
 - f. hiring, reassigning, and terminating of teachers
 - g. steering personal matters that cannot be resolved by the school
4. Monitor school office care for students, including documentation, follow-up communications with faculty and parents, and scheduling extra meetings relating to discipline, social issues, developmental issues, and accidents/injuries
5. Advise teachers and parents on problems or questions relating to policies and program
 - a. Oversee and/or facilitate resolution of complaints (making final decisions regarding complaints when appropriate) involving students, parents, teachers, and class coordinators
6. Manage and develop adult (parent and teacher) education program including lectures and workshops
7. Oversee formation and activities (serve as direct report) for parent council type group
8. Advise other volunteer community coordinator roles and work group members as assigned
9. Perform other duties as assigned

QUALIFICATIONS:

1. B.A. or higher degree
2. Waldorf teacher training and experience in K-8 Waldorf classroom teaching
3. Ability to articulate Waldorf philosophy to parents and accreditation agencies
4. Warm, caring manner with adults and children
5. Strong curriculum articulation and student assessment skills
6. Strong personnel management skills, including work with teachers and parent volunteers
7. Strong communication skills, including facilitation of small and large group meetings
8. Strong administrative skills, including professional writing
9. Computer literacy including email, netiquette, and Microsoft Office
10. Experience with AWSNA, WE college work, and experience leading teacher training
11. M.Ed. and Washington State teaching certificate preferred
12. Able, unassisted, to lift and carry children up to 50 pounds in weight
13. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
14. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Dean's Assistant

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Dean of Education
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED paid, full-time, exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:
the Dean of Education and Executive Director are well supported in all personnel and employment management.
In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Open front office each morning and screen first calls until Office Coordinator arrives
2. Coordinate planned and short notice teacher substitution
 - a. Confirm Dean of Education approval of requests for time off classroom contact hours and required meetings
 - b. Substitute him/herself in the classroom when there is no other option
3. Administer payroll for program staff
4. Coordinate teacher recruiting function, screening, interviews and visits
5. Maintain personnel files
 - a. All legally required documentation filed according to code
 - b. Track and support employee compliance with requirements for first aid, STARS, and related training and retraining
 - c. Track hours and earnings, and absences
 - d. Track required continuing education training for faculty and staff
6. Serve as "Supervisor" for licensed child care program
7. Benefits administration, including registration for new hires and changes; medical benefits, short and long term disability, and dental
8. Prepare and send out letters and email correspondence to faculty, staff, and parents relating to personnel changes
9. Administer new-hire procedures and documentation
10. Perform light research and light analysis relating to scheduling In Service workshops, visiting evaluators, visiting mentors, etc.
11. Assist with compliance filings including OSPI, title grant money, etc.
12. Coordinate internships, practicums, and classroom volunteer requests and scheduling
13. Provide clerical support as requested by Dean of Education including typing, data entry, record-keeping, fielding communications and enquiries, scheduling, mailings and compliance
14. Perform other duties as assigned

QUALIFICATIONS:

1. Computer literacy including email, netiquette, and Microsoft Office
2. Strong written and oral communication
3. Editorial judgment, excellent grammar and spelling
4. Strong organization skills (detail orientation, follow-through, prioritization)
5. Good problem-solving skills and ability to develop and implement administrative procedures to improve efficiency and effectiveness
6. Knowledge of personnel, compensation, benefits regulations
7. Able, unassisted, to lift and carry children up to 50 pounds in weight
8. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
9. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Executive Director

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Board of Trustees
SUPERVISES	Paid and unpaid managerial and administrative staff
PAID / UNPAID / SCHEDULED	Paid, full-time, exempt

POSITION DESCRIPTION

The results to be produced by the incumbent are that the organization is successful, consistent with board policies, in accomplishing its mission:

- Students who attend Three Cedars Waldorf School, in a balanced manner, think clearly, feel deeply, and impart purpose to their own lives.
- These results are accomplished at a cost to society that is justifiable.

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Interpret and implement Board Ends and Executive Limitations policies for employees and customers
2. Demonstrate organizational performance to the Board
3. Fulfill CFO/Treasurer function
4. Design and oversee staff organization, including direct supervision of several managerial and administrative employees and volunteers, including Dean of Education and Office & Facilities Coordinator
5. Provide sole TCWS contact for media inquiries and all members of the press
6. Provide final resolution for operations matters that cannot be resolved by Dean of Education, unless Executive Director is named in grievance
7. Provide direct interim management in areas for which leadership positions are not yet filled, for example:
 - a. Business Manager
 - b. Marketing/PR/Communications Director
 - c. Fundraising Director
 - d. Child Care Licensing Director
8. Back up all critical positions when other managerial and administrative staff are absent
9. Other duties as assigned by Board

QUALIFICATIONS

1. Bachelors or higher degree
2. Experience with independent school management, head of school networking
3. Strong executive management, personnel, consultative, and communication skills
4. Computer literacy including email, netiquette, and Microsoft Office
5. Ability to study, master, and work effectively with the principles of the Carver Model of Policy Governance
6. Ability to articulate Waldorf philosophy and translate to non-Waldorf accreditation and regulatory organizations
7. Able, unassisted, to lift and carry children up to 50 pounds in weight
8. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
9. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Facilities Caretaker

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Office & Facilities Coordinator
SUPERVISES	Facilities volunteers as assigned
PAID / UNPAID / SCHEDULED	paid, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The site, buildings, grounds and capital assets of Three Cedars School Association are maintained, improved, and protected according to the prioritization articulated by the Office & Facilities Coordinator
- All mechanical, electrical, plumbing, security, and life safety systems as well as related equipment are maintained to ensure proper operation for the comfort and safety of students

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Research best practices and apply green principles to facilities and equipment maintenance and repairs
2. Design and implement improvements as prioritized by supervisor to the function, safety, and beauty of:
 - a. Building exteriors
 - b. Classrooms
 - c. Drainage
 - d. Entry ways, common areas, hallways
 - e. Fences and gates
 - f. Flooring
 - g. Kitchens
 - h. Landscaping, gardens, and irrigation
 - i. Parking lot
 - j. Play yards and play fields
 - k. Plaza
 - l. Systems and mechanical equipment including but not limited to HVAC; electrical; lighting; plumbing; security systems; painting; roofing; ADA access; fire pumps, stand pipes and sprinklers; emergency generators
 - m. The Back Woods
 - n. Walkways, ramps, stairs
 - o. Washrooms
3. Support supervisor in coordination of master site planning and operations, including
 - a. Bids and estimates from vendors
 - b. Identification of site needs for work parties and community service projects
 - c. Meetings with contractors and subcontractors
 - d. Purchase orders and purchasing, according to facilities budget

QUALIFICATIONS

1. Professional-level knowledge of federal, state, and local law relating to facilities such as building code, fire code, electrical, child care licensing, health department, recycling and waste management
2. Professional-level knowledge of commercial contracting including construction, carpentry, HVAC systems, plumbing, security systems, natural gas, water, irrigation, lighting and electrical, interior and exterior painting, refinishing and remodeling
3. Computer literacy including email and netiquette, Microsoft Office
4. Able, unassisted, to walk, talk, climb, hear, stand, see, sit and negotiate stairs
5. Able, unassisted, to lift and carry materials and equipment up to 50 pounds in weight
6. Must meet all applicable background check, fingerprinting, legal, and licensing requirements
7. Highly motivated, able to work alone, with a can do attitude
8. Broad familiarity with anthroposophical school design

Finance Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Executive Director
SUPERVISES as assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Executive Director is well-supported in overseeing the accounting function

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

4. Prepare books for Annual CPA audit
 - a. trial balance sheet
 - b. end of year activities including bad debt and bad pledge write-offs
 - c. CIP
5. Prepare reports for Annual 990 tax preparation
6. Review publications, additions to Finance Handbook
7. Track balances of restricted funds
8. Provide financial training to Board of Trustees if requested
9. Perform other duties as assigned

QUALIFICATIONS

9. Professional-level knowledge of federal, state, and local law relating to financial standards for bookkeeping and accounting
10. Good communication skills
11. Computer literacy including email, netiquette, and Microsoft Office, especially email, MS Excel, QuickBooks, and report writing
12. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
13. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Office and Facilities Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Executive Director
SUPERVISES	Cleaning Services; School Office Volunteers; Facility Volunteers; Administrative Assistant; others as assigned
PAID / UNPAID / SCHEDULED	paid, full-time, exempt

POSITION DESCRIPTION:

The results to be produced by the incumbent are that:

- The school office operates smoothly
- School Office Volunteers are well-managed and appreciated
- Facilities Volunteers are well-managed and appreciated
- The school is in excellent physical condition and complies with all applicable safety standards, codes and policies
- The school is clean, and cleaning methods and materials are compliant with all applicable safety and ecological standards, codes and policies
- Improvements to buildings and grounds are made efficiently, smoothly and on-time
- The relevant expense budgets are optimized and not exceeded

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assure the safety and security of students as circumstances may require
2. Supervise day-to-day maintenance tasks as needed
3. Plan, staff and manage site maintenance/improvement projects
4. Solicit, document, evaluate and select bids
5. Select and manage contractors
6. Plan maintenance and cleaning so as to avoid unnecessary disruption of academic operations
7. Oversee regular and seasonal janitorial services
8. Contribute to determination of budget and operate within budget
9. Keep adequate records of all office and facilities-related matters, including bids, costs, vendors, plans, contractors, maintenance requirements, compliance data, inspections, drawings, etc.
10. Create, update and follow a master maintenance plan
11. Coordinate response to weather- or facility-related emergencies
12. Schedule, organize and supervise volunteer site workdays
13. Liaise and consult with relevant groups
14. Plan, staff and manage office operations
15. Maintain student files
16. Perform other duties as assigned

QUALIFICATIONS

1. Strong written and oral communication
2. Computer literacy including email, netiquette, and Microsoft Office
3. Strong organization skills (detail orientation, follow-through, prioritization)
4. Good problem-solving skills and ability to develop and implement administrative procedures to improve efficiency and effectiveness
5. Able, unassisted, to lift and carry children up to 50 pounds in weight
6. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
7. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

School Office Volunteer

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Office & Facilities Coordinator
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED Unpaid; part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Office & Facilities Coordinator is well supported in his/her work

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to assist in:

1. Student care - injuries and illnesses, behavior incidents, attendance, documentation, conflict resolution, and follow-up communications with parents and teachers
2. Telephone, email, and visitor reception and routing
3. hosting visitors temporarily in front office
4. Making calls to parents for teachers re student needs, requests for meetings, etc.
5. Copying, filing, typing, editing, printing, mailing
6. Tidying, and re-organizing front office and school store
7. Support of events coordination – receiving replies to invitations and logging to event attendee lists, setting up and cleaning up events such as School Tours, scheduling volunteers, picking up coffee/catering, etc.
8. Transforming items worthy of publication to parents into newsletter articles and blurbs
9. Documenting facilities needs requests – maintenance, repairs, improvements
10. Processing deliveries – verifying contents to bill of lading, routing to appropriate recipients and bookkeeper
11. Selling items in school store
12. Processing incoming payments and generating receipts
13. Assisting with any duties the Office & Facilities Coordinator has delegated
14. Providing personal assistance to school's management personnel
15. Performing other duties as assigned

QUALIFICATIONS

1. Clerical, administrative, consultative, and communication skills, including telephone reception
2. Computer literacy including email, netiquette, and Microsoft Office, especially email, key entry and desktop publishing
3. Able, unassisted, to lift and carry children up to 50 pounds in weight
4. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
5. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Volunteers Recruiter

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Executive Director
SUPERVISES	none
PAID / UNPAID / SCHEDULED	unpaid, part-time

POSITION DESCRIPTION:

The results to be produced by the incumbent are that school operations are supported:

- Parents and alumni of Three Cedars Waldorf School understand the full scope of volunteer opportunities available and are matched to work in which they are successful and feel satisfaction.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Carefully coordinate volunteer “asks” within the school’s annual calendar of events and fundraising activities
 - a. Adjust planning with an ear for donor and volunteer “fatigue,” so that “asks” are highly organized, and not too frequent or in any other way annoying to parents
 - b. Identify parents and alumni who do not wish to volunteer and place them on a do not call list
 - c. Monitor parents who are highly involved at either the class level or whole school level so that they are not taxed by requests
2. Help all interested volunteers to connect with volunteer work that truly suits them and to which they bring competence and appropriate contributions to school operations
 - a. Steer volunteer interest in Class Level work to Class Coordinators; e.g., field trip chaperones; reading and math tutoring; sewing; subject classroom assistance such as cooking; knitting; crocheting; woodworking
 - b. Steer volunteer interest in managerial and administrative work to Executive Director; e.g., school office help; financial skills and expertise; fundraising; volunteers recruiting; publishing and web; graphic design; advertising; public relations
 - c. Steer volunteer interest in facilities work to Office & Facilities Coordinator; e.g., landscaping and gardening; architectural planning; electrical; plumbing; carpentry; minor repairs; construction remodeling; exterior and interior painting; Wednesday night and Saturday work parties
 - d. Try to involve all parents and volunteers, in some way, with whole school events, steering interest to various events coordinators; e.g., events set-up, staffing, and clean-up; events planning; singing, instrumental performance, dance; photography and video; auction procurement, warehousing, database; craft items for school sale to public; bake sale items
 - Communicate volunteer commitments for whole school events to the master volunteers list maintained by the front office
 - Encourage volunteers uncertain of what role they wish to play in a whole school event to talk with the event coordinator and review the master volunteers list in the front office
3. Develop systems for orienting new parents to the school and for retaining returning families and alumni participation over the long term
 - a. Serve as an initial contact for new families
 - b. Coordinate appropriate forms of volunteers appreciation with the school’s other development functions
4. Assure that volunteers are never asked to make out-of-pocket donations towards materials or supplies while performing volunteer functions
5. Advise various coordinators when a volunteer assignment is not working well and a reassignment is necessary
6. Perform other duties as assigned

QUALIFICATIONS

8. Strong written and oral communication
9. Computer literacy including email, netiquette, and Microsoft Word and Excel
10. Strong organization skills (detail orientation, follow-through, prioritization)
11. Good problem-solving skills and ability to develop and implement administrative procedures to improve efficiency and effectiveness
12. Able, unassisted, to lift and carry children up to 50 pounds in weight
13. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
14. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Webmaster

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Executive Director
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The TCWS website is attractive, complete, available, secure and user-friendly

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Maintain and update TCWS website as requested
2. Advise Executive Director about website-related matters
3. Perform other duties as assigned

QUALIFICATIONS

1. Professional-level knowledge of website construction and maintenance
2. Good communication skills
3. Administrative, coordination, documentation, and communication skills
4. Computer literacy including email, netiquette, and Microsoft Office
5. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
6. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

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COMMUNITY VOLUNTEER ROLES (ALL UNPAID)

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Anthroposophical Study Group Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Dean of Education
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Teachers and community members have an opportunity to participate in group study of anthroposophical materials
- Participants feel enriched in their inner lives by group study of anthroposophical materials
- Community life is enhanced by group study of anthroposophical materials
- The pedagogical life of the school is enriched and supported by anthroposophical group study

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Plan, publicize and facilitate regular group study of anthroposophical materials for faculty and other school community members
2. Arrange venue with the Office and Facilities Coordinator
3. Plan and facilitate refreshments, if any
4. Leave venue neat and tidy after study
5. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Facilitation skills
3. Computer literacy including email, netiquette, and Microsoft Office
4. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
5. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Benefit Evening Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Executive Director
SUPERVISES	Benefit Evening Team volunteers; others as assigned
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The school's biggest annual development event is enjoyed and loved by adult community members
- The event runs within budget and meets or exceeds profit targets
- Preparations are smooth, efficient and respectful of participants' time
- Auctioned items are properly and promptly inventoried, maintained, improved, stored, displayed, and conveyed to winning bidders
- Community life is enhanced by the event

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Promote the event and appreciations for participants including save the date, newsletter articles, invitations and reply cards, printed programs, thank you letters
2. Delegate portions of event development to volunteer leaders and their workgroups, managing same
 - a. Appoint standing roles for the auction and request recruiting as needed from Volunteers Recruiter
3. Procure items to be auctioned and maintain database system for filing and selling
4. Arrange venue, emcee, entertainment, auctioneer, caterer, other professional service providers
5. Arrange for media entertainment: e.g., fund-a-dream movie
6. Arrange displays for auctioned items such as silent auction and dessert auction
7. Set up
8. Clean up
9. Protect students from inappropriate information about or stress caused by the event
10. Guide the faculty and administration in playing appropriate roles in the event
11. Develop audience
12. Arrange sponsorship
13. Perform other duties as assigned

QUALIFICATIONS

1. Events coordination, administrative, publication, documentation, and communication skills
2. Computer literacy including email, netiquette, and Microsoft Office, especially email and report writing, desktop publishing, auction database
3. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
4. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Benefit Evening Team Member

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Benefit Evening Coordinator
SUPERVISES other volunteers as assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Benefit Evening Event Coordinator is well supported in producing the annual auction
- In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Participate in Benefit Evening Team Meetings
2. Support the event, which may include volunteering “at large” or holding a dedicated position for:
 - a. Audience Development
 - b. Check-in/Check-out Coordinator
 - c. Database Coordinator
 - d. Data Entry Team
 - e. Desserts Auction Coordinator
 - f. Displays Coordinator
 - g. Entertainment Coordinator
 - h. Event Appreciations
 - i. Fund A Dream
 - j. Graphic Designer
 - k. General Tangibles Procurement
 - l. Hosted Experiences Procurement
 - m. Movie Producer
 - n. Restaurants Procurement
 - o. Sponsorship Coordination
3. Perform other duties as assigned

QUALIFICATIONS

1. Computer literacy including email, netiquette, and Microsoft Office
2. Understanding of the core duties for component of event assigned
3. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
4. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Class Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Class Coordinators Facilitator
SUPERVISES	parent volunteers for class level activities
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The relationship between the class teacher and class parents is well supported
- The relationship between the class parents and the school is well supported

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Comply with the duties and protocols found in the Class Coordinators' Handbook
2. Provide a liaison between the class teacher and parents
3. Foster "parent association" for at the class level and beyond, leading the "social/rights life" sphere
4. Facilitate and build healthy relationships amongst the class co-parents, amongst the class families, and between the parents and class teacher
5. Support the class community and the school community as a whole with positive communication and explanation of the organization of the school
6. Encourage parents and teachers to use the Community Handbook as the definitive resource for school policies and protocols.
7. Support processes whereby healthy criticism finds a path to the Class Teacher or Dean of Education– moving conversations out of the parking lot and into direct dialogue.
8. Support each family's relationship to the class as a whole and every parent's work in raising the class students, in community, through Grade 8.
9. Coordinate special requests from the class teacher:
10. Support the class teacher with planning and communication to parents:
11. Class parent gifts to teachers, various occasions
12. Meetings
 - a. Class Nights for Parents with Class Teacher
 - i. send timely reminders for class nights
 - ii. send out an email with brief synopsis of the content for those who miss the class night for parents
 - iii. encourage attendance
 - b. New Parents Orientation
 - i. attend new parent orientation.
 - ii. work with Class Coordinators' Facilitator help to represent class to new parents
 - iii. present various components of school life
 - iv. set up and clean up afterward.
 - c. Back To School Night
 - d. Parents' Input Forums
 - i. encourage parents to attend various input forums throughout the year
 - e. Meetings with Class Coordinators and Teachers
 - i. attend quarterly meetings with fellow Class Coordinators and Class Teachers to check-in regarding parents' experiences with the school and joint projects.
13. Promote participation and attendance at school events, festivals, faires, fundraisers, assemblies, potlucks, etc.
14. Help steer Class Parents to volunteer roles and groups
15. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Facilitation skills
3. Computer literacy including email, netiquette, and Microsoft Office
4. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
5. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Class Coordinators Facilitator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Dean of Education
SUPERVISES	Class Coordinators K-8
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Class Coordinators program is well supported
- The parent association is well supported
- The relationship between each class teacher and parents is enhanced
- The relationship of parents with the school is enhanced

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Fulfill the duties found in the Class Coordinators' Handbook.
2. Plan and lead back-to-school meetings in the autumn with Class Coordinators, and Faculty and Administrative leadership, which help orient new and returning parents to the school community.
3. Plan and lead or co-host several meetings per year to discuss parent association within the community and parent satisfaction with the school.
4. Field questions and help troubleshoot parent issues, helping to direct parents to the proper channels.
5. Coordinate group gifts as needed between classes (e.g., parent appreciation gifts to administrative staff or specialty subject teachers).
6. Foster additional pathways for parent association beyond class parent groups – helping to guide grassroots efforts within the greater parent community, including cross-class activities.
7. Maintain Class Coordinators Handbook.
8. Develop and articulate school policies and protocols related to parent association
9. Recruit and recommend assignments for Class Coordinators working with Class Teacher indications and preferences.
10. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Facilitation skills
3. Computer literacy including email, netiquette, and Microsoft Office
4. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
5. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Development Group Volunteer

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Executive Director
SUPERVISES As assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Fundraising revenue is maintained and increased, year to year as per targets
- PR, outreach, and community service activities are coordinated appropriately with marketing and fundraising activities
- Parents are protected from poorly coordinated, confusing, or undue requests

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Secure major gifts from donors in cash and pledges through a program of personal direct solicitation, developing and maintaining relationships with a sufficient number of major donors to meet yearly fundraising goals as set by the Executive Director.
 - a. Conduct in-home appeals for prospective major donors.
 - b. Forward feedback regarding school programs to Dean of Education.
2. Ensure coordination of multiple campaigns and major events: Annual Giving Campaign, Benefit Evening, Capital Campaigns, Spring Crafts Faire, Winter Crafts Bazaar.
3. Submit monthly reports of development activities to the Executive Director.
4. Assist the Dean of Education with referrals for appropriate community service projects for students.
5. Provide publications review for all development publications.
6. Write articles for school publications.
7. Monitor school photography archive for photos suitable for development publications.
8. Write updates to donors regarding school fundraising.
9. Attend and present at Parent Orientation and New Parents Receptions.
10. May lead work relating to corporate sponsorships.
11. May lead work relating to maintenance of donor management system.
12. May lead work relating to grantwriting.
13. May identify and coordinate visits related to planned giving prospects.
14. Plan and participate in major development events:

Month	Event
September	Back To School Night
September / May	Grandparents & Friends Days
December	Winter Holiday appreciation event
May	Thank You Supporters Event

15. Perform other duties as assigned.

QUALIFICATIONS

1. Bachelors or higher degree
2. Tact, diplomacy, unquestioned ability to maintain confidentiality
3. 3+ years development experience
4. Strong management, administrative, consultative, and communication skills
5. Computer literacy including email, netiquette, and Microsoft Office, especially email and desktop publishing
6. Ability to articulate Waldorf philosophy and translate to non-Waldorf accreditation organizations
7. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
8. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Facilities Volunteer

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Office & Facilities Coordinator
SUPERVISES work party volunteers as assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Office & Facilities Coordinator is well supported in his/her work

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Assist the Office & Facilities Coordinator in buildings and grounds maintenance, repairs and improvements
2. Perform other duties as assigned

QUALIFICATIONS

1. Computer literacy including email, netiquette
2. A range of abilities is helpful, including skills with painting, carpentry, electrical, plumbing, building construction, cleaning, and handy-person type repairs
3. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
4. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Festivals Team Member

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY Festivals Team Coordinator
SUPERVISES as assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Festivals Coordinator is well supported in producing school festivals

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Participate in Festivals Team Meetings and engage in ongoing study of Waldorf school festivals
2. Support each event, which may include:
 - a. Coordinate all faculty participation in the event and clarify roles and responsibilities for set-up, event, and clean-up
 - b. Communicate needs for parent volunteers (beyond Festivals Team membership) to the Volunteers Recruiter: Host/Emcee, ushers, callers, musicians, runners
 - c. Catering /refreshments
 - d. Programs
 - e. Set-up and Clean-up
 - f. Décor, flowers, music
 - g. PR / flyers /articles
 - h. Event waste (adequate garbage cans)

Month	Event
September	Michaelmas Festival
November	Lantern Walk
November/December	Winter Garden of Light
December	Santa Lucia, Saint Nicholas
May	May Day Festival

3. Perform other duties as assigned

QUALIFICATIONS

1. Computer literacy including email, netiquette, and Microsoft Office
2. Event coordination
3. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
4. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Field Trip Chaperone

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Class Teacher
SUPERVISES	students assigned to care for full duration of field trip
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The teacher is well supported in planning and executing a successful and safe field trip

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES:

Without limiting the scope of the above by this enumeration, the essential duties of the job are to assist (or temporarily take the lead as requested or appropriate) in:

1. Assuring the safety and security of students
2. Complying with all TCWS field trip rules
3. Assisting the teacher with field trip activities, including tending small groups of students as assigned
4. Transporting students as assigned
5. Performing other duties as assigned.

QUALIFICATIONS:

1. Driver: current driver's license and auto insurance
2. Warm, caring, disciplined way with children
3. Ability to work collaboratively
4. Track record of reliability and common sense
5. Computer literacy including email, netiquette, and Microsoft Office
6. Able, unassisted, to lift and carry children up to 50 pounds in weight
7. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
8. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Parent Association roles (various)

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	PA Chair supervises all other PA leadership team roles and PA activities Dean of Education supervises PA Chair
SUPERVISES	as assigned
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

Please refer to the new [Parent Association Handbook](#) for emerging descriptions.

Rummage Sales - Clothing Swaps Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Office & Facilities Coordinator
SUPERVISES other volunteers assigned
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- Rummage sales and clothing swaps occur regularly, on-time and within budget
- Rummage sales and clothing swaps satisfy participants
- Preparation is smooth, efficient and respectful of volunteers / participants' time
- Community life is enhanced by rummage sales and clothing swaps
- Venues are left clean and tidy

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Plan, publicize and facilitate regular rummage sales and clothing swaps for school community members
2. Arrange venue with the Office and Facilities Coordinator
3. Leave venues neat and tidy
4. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Computer literacy including email, netiquette, and Microsoft Office
3. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
4. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Spring Crafts Faire Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY	Executive Director
SUPERVISES	other volunteers as assigned
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The annual Spring Faire is enjoyed and loved by students and community members
- The Faire is presented on time and within budget
- Preparations are smooth, efficient and respectful of participants' time
- Faire materials are properly and promptly inventoried, maintained, improved and stored
- Community life is enhanced by the Spring Faire
- The Faire venue is left clean and tidy

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Plan, organize, budget and implement and clean up after the annual Spring Faire
 - a. Lead Spring Faire Team
 - i. prioritize discussion topics and set agendas
 - ii. maintain tabled items list
 - iii. provide printed agendas for meetings
 - iv. assign meeting facilitator and notetaker as needed
 - v. forward items that belong in other meetings to other meetings coordinator
 - b. Appoint and manage all support roles for the event, which may include:
 - i. Communicate needed faculty roles to Personnel Coordinator for recruiting teacher participation with set-up, event, and clean-up
 - ii. Communicate needed parent volunteers to Volunteers Recruiter: e.g., Host/Emcee, ushers, callers, musicians, artists, crafters, etc.
 - iii. Catering /refreshments
 - iv. Programs
 - v. Set-up and Clean-up
 - vi. Décor, flowers, music
 - vii. PR / flyers /articles
 - viii. Event waste (adequate garbage cans)
 - c. Communicate event needs to School Office Coordinator:
 - i. room reservation (include set-up and clean-up time needed)
 - ii. ordering: plates/bowls/cups/napkins/utensils
 - iii. copying – programs, sheet music, other
 - iv. parking/shuttle bus
2. Perform other duties as assigned

QUALIFICATIONS

1. Computer literacy including email, netiquette, and Microsoft Office
2. Events coordination, administrative, publication, documentation, and communication skills
3. Strong skills in soliciting discounted and donated materials and services for event
4. Warm, unifying, personable, inspiring parent and faculty volunteerism
5. Computer literacy including email, netiquette, and Microsoft Office
6. Able, unassisted, to walk, talk, hear, stand, see, sit and negotiate stairs
7. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Tuition Level Adjustment Team Member

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennitt, Executive Director

SUPERVISED BY Tuition Level Adjustment Coordinator
SUPERVISES none
PAID / UNPAID / SCHEDULED unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The Executive Director is well-supported in administering tuition level assistance

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Evaluate applications for tuition level assistance
2. Make recommendations about awards to the Executive Director
3. Perform other duties as assigned

QUALIFICATIONS

1. Commitment to Waldorf education and Three Cedars Waldorf School
2. Commitment to the Three Cedars Waldorf School policy of socio-economic diversity
3. Sensitivity, respect, and commitment to the confidentiality of applicant families' finances
4. Computer literacy including email, netiquette, and Microsoft Office
5. Ability to participate assertively yet respectfully in deliberation
6. Ability to consider applicants' financial situations objectively and fairly
7. Commitment to the TLA Team policies, procedures, and guidelines
8. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
9. Must meet all applicable background check, fingerprinting, legal, and licensing requirements

Winter Crafts Bazaar Coordinator

Adoption Date: 2 December 2009
Replaces Policy Adopted on: 1 January 2009
affirming adoption: Briana Bennett, Executive Director

SUPERVISED BY	Executive Director
SUPERVISES	other volunteers as assigned
PAID / UNPAID / SCHEDULED	unpaid volunteer, part-time

POSITION DESCRIPTION

The results to be produced by the incumbent are that:

- The annual Winter Holiday Crafts Bazaar is enjoyed and loved by students and community members
- The Bazaar is presented on time and within budget
- The Bazaar meets or exceeds profit targets
- Preparations are smooth, efficient and respectful of participants' time
- Faire materials are properly and promptly inventoried, maintained, improved and stored
- Community life is enhanced by the Bazaar
- The Bazaar venue (especially classrooms) is left clean and tidy

In achieving these results, the incumbent must honor all Three Cedars Waldorf School policies.

JOB RESPONSIBILITIES

Without limiting the scope of the above by this enumeration, the essential duties of the job are to:

1. Plan, organize, budget and implement and clean up after the annual Winter Crafts Bazaar
 - a. Lead Winter Crafts Bazaar Team
 - i. prioritize discussion topics and set agendas
 - ii. maintain tabled items list
 - iii. provide printed agendas for meetings
 - iv. assign meeting facilitator and notetaker as needed
 - v. forward items that belong in other meetings to other meetings coordinator
 - b. Appoint and manage all support roles for the event, which may include:
 - i. Communicate needed faculty roles to Personnel Coordinator for recruiting teacher participation with set-up, event, and clean-up
 - ii. Communicate needed parent volunteers to Volunteers Recruiter: e.g., Host/Emcee, ushers, callers, musicians, artists, crafters, etc.
 - iii. Catering /refreshments
 - iv. Programs
 - v. Set-up and Clean-up
 - vi. Décor, flowers, music
 - vii. PR / flyers /articles
 - viii. Event waste (adequate garbage cans)
 - c. Communicate event needs to School Office Coordinator:
 - i. room reservation (include set-up and clean-up time needed)
 - ii. ordering: plates/bowls/cups/napkins/utensils
 - iii. copying – programs, sheet music, other
 - iv. parking/shuttle bus
2. Perform other duties as assigned

QUALIFICATIONS

1. Administrative, coordination, documentation, and communication skills
2. Facilitation skills
3. Computer literacy including email, netiquette, and Microsoft Office
4. Able, unassisted, to move from place to place, talk, hear, stand, see, and sit
5. Must meet all applicable background check, fingerprinting, legal, and licensing requirements