

**Gathering Waters Charter School
Lower School Level Chair Job Description**

Title: Lower School Level Chair

Reports to: School Principal

Position Purpose and Scope

The Gathering Waters School Level Chair is responsible for supporting an exemplary Waldorf student experience, supporting the Gathering Waters faculty, and cultivating a culture of collaboration and communication at our school. The Level Chairs will share pedagogical leadership responsibilities with the School Principal. The Level Chair is a 50% position with the expectation that the Chair also teaches for 50% of their full time position.

Our Level Chairs will be:

- An experienced Waldorf teacher with a minimum of seven years preferred
- A dynamic and visionary leader with a strong and positive work ethic
- An excellent communicator with the ability to inspire others
- A co-worker committed to collaboration and able to form strong partnerships
- An experienced leader with a demonstrated ability to bring vision into action
- Comfortable with serving a diverse community of students and families
- Familiar with public school services, federal title programs and special education services

Major job responsibilities include:

1. Managing Pedagogical school resources in service to the Mission of Gathering Waters School
2. In collaboration with the School Principal, guide the pedagogical development of the Gathering Waters School curriculum
3. Support hiring and dismissal of teaching faculty
4. Guiding and mentoring the faculty
5. Developing and implementing effective pedagogical operating policies and practices
6. Supporting compliance with all legal, statutory, and health regulations
7. Supporting collaborative organizational planning, particularly as it relates to strategic pedagogical plans
8. Cultivate strategic relationships within the school community and serve as a spokesperson and school representative with trustees, parents, extended family, alumni families, other donors, and the wider community

Specific Duties and Responsibilities:

Pedagogical and Faculty Leadership:

- Lead the development and oversight of the Gathering Waters curriculum, with particular attention to the development of the high school curriculum
- Support the development of the State Special Education and Waldorf Education model integration
- Support the recruitment, hire and support retention of an experienced Waldorf teaching faculty
- Facilitate the mentoring, evaluation and professional development of faculty
- Facilitate Child/Class Study in the Full Faculty and Level Meetings
- Coordinate Faculty Committees, including Curriculum, Festivals and Study
- Create level meeting agendas and facilitate level meetings

Strategic Planning Leadership:

- Support the development of an inspiring School Vision Statement and a multi-year Strategic Plan that guides the school into the near and long term future
- Support effective planning and coordination of all pedagogical projects and endeavors that the Board agrees to undertake

School Governance and Communication:

- Successfully liaison with the School Principal, Board of Trustees and Parent Council on behalf of the faculty
- Provide regular, monthly reports to the Board of Trustees, or more often as determined
- Support the process of the Path to Membership for the Alliance for Public Waldorf Education
- Be a spokesperson for Gathering Waters including representing the school through participation in key associations and organizations, serving on committees and advisory groups, and speaking in public settings