

# Faculty Chair – Job Posting

June 2025

Aurora Waldorf School seeks a full-time Faculty Chair responsible for the pedagogical administrative needs of our campus, Pre-Kindergarten—Grade 8, while fostering whole-school continuity and awareness.

## **Major Job Responsibilities:**

The Faculty Chair, in collaboration with the School Administrator, is responsible for supporting an exemplary Waldorf student experience, supporting the faculty, and cultivating a culture of collaboration and communication at our school. The Faculty Chair provides pedagogical leadership for the Early Childhood and Grades faculty. The Faculty Chair works in collaboration with the Aurora Leadership Circle and consultation with the faculty for all critical pedagogical decisions. The Faculty Chair makes joint decisions with the School Administrator concerning areas of shared responsibilities regarding school operations and advancing the school's mission. The Faculty Chair is a 100% position with the expectation that the Faculty Chair also teaches for a portion of their full time position.

- Supports the Early Childhood and Grades Faculty in developing a culture of shared responsibility
- In collaboration with the Faculty and School Administrator, guides and ensures quality school programming, taking into account AWSNA and NYSAIS accreditation and WECAN membership requirements and recommendations.
- Guides Faculty in collaboration with the Aurora Leadership Circle
- In support of and in collaboration with the Faculty, responsible for student behavioral and disciplinary matters with the School Administrator.
- Ensure regular and ongoing communication with the Faculty
- Coordination of school calendar, class schedules, festivals, athletics, substitution, student observations, field, and other trips in collaboration with the Faculty, CFO, and School Administrator.
- Coordinate faculty mentorship process.
- Coach and/or mentor selected faculty members following the faculty mentorship process.
- Support the facilitation of the faculty evaluation process
- Ensure effective day-to-day student instruction, activities, and operations
- Ensure daily interaction with students and faculty
- Coordinate and ensure effective Early Childhood, Grades, and Full-Faculty meeting facilitation
- Collaborates with the Educational Support Team to ensure student educational support

- Supports collaborative organizational planning, particularly as it relates to strategic pedagogical plans
- Member of Faculty with faculty non-teaching duty responsibilities
- Co-Chair of the Aurora Leadership Circle (ALC)
- Non-Voting Member of the Board of Trustees
- Member of the College of Teachers
- Full-time employee of the school with a daily on-campus presence
- Hired by the School Administrator with the consensus of ALC and the support of the Faculty
- Reviewed by the Faculty, facilitated by the School Administrator and the Board of Trustees

## **Qualifications**

Excellent candidates will have strong connections to the Waldorf movement, including Waldorf teaching experience, and be able to work well within school processes while always having an eye for how they can be improved to serve our school community better. A strong and demonstrated commitment to collaborative work and consensus decision-making is essential, as well as an empathic approach to working with students, parents, and colleagues. This role requires excellent ability in prioritization of tasks, high collaborative skills, ability to delegate as well as decision-making skills to ensure the school moves forward in alignment with its vision and mission. Excellent candidates will also have experience with strategic planning and accreditation processes as well as a history of commitment to DEIB.

- Minimum of five years of Waldorf teaching experience
- Experience working in pedagogical administration and leadership in Waldorf education
- Experience working with students with IEPs/504s preferred
- Bachelor's degree in education or related field

## **About Aurora Waldorf School**

Aurora Waldorf School, established in 1991, is guided by the core principles of Waldorf education. It is accredited by AWSNA and NYSAIS and is a member of WECAN. Located in Western New York, the surrounding fields, woods, streams, playgrounds, and gardens make up our largest classrooms, which host our students of all ages, in all weather, for daily play and outdoor learning. The strength of the human spirit is evidenced by the dedication, integrity, and perseverance embodied in our faculty, staff, and board members. Also represented is a love for humanity, with all its diverse cultures and perspectives, and a respect for each individual's stage of development. Additionally, there lives a reverence for our planet, its biodiversity, and life-sustaining gifts.