

Rudolf Steiner School of Ann Arbor

## **Early Childhood Faculty Chair 2023-24**

### **Job Description**

The Early Childhood Faculty Chair acts as the leading faculty member for the Early Childhood Program, working to support the faculty colleague circle, manage day-to-day decisions and the implementation of policy and procedure with the Early Childhood Coordinator, and represent the Early Childhood in the governance of the full school.

The role of Early Childhood Faculty Chair is a voluntary role taken up on behalf of the faculty group and with an understanding of the need for strong faculty leadership in a Waldorf School. Faculty Chairs do not receive additional pay, but should be supported with a lighter teaching load, and with as flexible a schedule as possible.

### **School Governance Role**

- The Faculty Chair is a member of the Carrying Group will all the responsibilities outline in the School Governance Document.
- Attends HUB and the College – conveying information and decisions to the full faculty as appropriate.
- Participates in regular Carrying Group meetings with School Administrator and Early Childhood Coordinator.

### **Coordinator Support and Collaboration**

- Works daily with the Coordinator to offer support, input and guidance when appropriate.
- Has a sense for what the Early Childhood needs, through observation and conversation. Works on these with Coordinator, bringing topics to the faculty agenda as needed for faculty input.

### **Early Childhood Curriculum/Business Meeting**

- Gathers information from colleagues for the weekly Faculty meeting agenda.
- Creates and submits the agenda through email to Faculty.
- Tracks the agenda items and follows up discussion items, deciding when discussion is concluded and decisions can be made.
- Reminds the faculty of up coming events that affect the Early Childhood Program.
- Facilitates the meeting, or ensures that it is facilitated.

### **Faculty Support**

- Works with Faculty around curriculum questions
- Works towards healthy collegial relationships

College Approved 6/18/21, 6/17/2022 and 6/16/2023

- With the Coordinator, oversees and checks in periodically with all full and part time Faculty during the year. Tracks and documents these meetings.
- Attends parent meetings as needed or requested.

**Early Childhood Community Support Process:**

- Works with the Early Childhood Coordinator to seek resolutions for concerns or issues that arise in the parent body which relate to teachers or students.
- Takes unresolved issues to full Carrying Group as needed.
- Has a sense for the health of students and classes in the school.
- Supports Coordinator in work with parents, including participating in necessary meetings.

**FET committee**

- Attends FET meetings and serves as liaison to the Personnel Committee, communicating issues related to EC faculty job performance or concerns.
- Conducts FET visits as assigned by the FET.
- Brings concerns arising out of FET processes to EC Carrying Group when appropriate.

**Other Responsibilities**

- Is willing to address parents/student body when needed for parent meetings, Rose Ceremony, End of Year assembly, etc.
- Be the go-to person when Coordinator is out of the building.
- Works with the coordinator to ensure that summer decision making, especially around hiring or faculty, is supported and has the appropriate amount of faculty input.