

Rudolf Steiner School of Ann Arbor

Grades Faculty Chair 2023-24

Job Description

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

The role of Grades 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. RSSAA is committed to ensuring that positions such as Faculty Chair, Committee Chairs and other leadership roles are reasonably shared among faculty members, with attention being paid to teaching responsibilities (first or eighth grade teacher for instance).

School Governance Role

- The Faculty Chair is a member of the Carrying Group with all the responsibilities outlined 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 Grades Coordinator.

Coordinator Support and Collaboration

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

Grade School Faculty Meeting

- Works with Coordinator to gather agenda items
- Works with Coordinator to track the agenda items and follows up discussion items, deciding when discussion is concluded.
- Reminds faculty of up coming events that affect the Grades Program.
- Ensures that weekly study takes place in the faculty meeting.

Faculty Support

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

Approved by College 6/18/21, 6/17/22 and 6/16/2023

- With the Coordinator, oversees and checks in periodically with all full and part time Faculty during the year. Track and document these meetings.
- Attends parent meetings as needed or requested by Coordinator or faculty member.

Grade School Community Support Process:

- Works with the Grades Coordinator to seek resolutions for concerns or issues that arise in our 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 Grades Carrying Group communicating issues related to Lower School faculty job performance or concerns.
- Conducts FET visits as assigned by the FET.
- Brings concerns arising out of FET processes to Lower School Carrying Group when appropriate.

Other Responsibilities

- Is willing to address parents/student body when needed for parent meetings, Festivals, assemblies, etc.
- Is 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.