

Rudolf Steiner School of Ann Arbor

High School Faculty Chair 2023-24

Job Description

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

The role of High School 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 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 High School Coordinators.

Coordinator Support and Collaboration

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

High School Faculty 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 follow up discussion items, deciding when discussion is concluded.
- Reminds faculty of up coming events that affect the High School.
- Facilitates the meeting, or ensures that it is facilitated.
- Coordinates and/or facilitates the faculty study.

Faculty Support

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

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

- With the Coordinators, 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 by Coordinators or faculty members.

High School Community Support Process:

- Works with the High School Coordinators 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.
- Is a part of all probationary processes (academic and behavioral) and any other disciplinary concerns that may not yet require probation.
- Supports Coordinators in work with parents, including participating in necessary meetings.

FET committee

- Attends FET meetings and serves as liaison to the High School Carrying Group, communicating issues related to HS faculty job performance or concerns.
- Conducts FET visits as assigned by the FET.
- Brings concerns arising out of FET processes to HS 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 Coordinators are out of the building.
- Works with the Coordinators to ensure that summer decision making, especially around hiring or faculty, is supported and has the appropriate amount of faculty input.