

## Open Position

<b>Title:</b>	Jewelry Club Lead Teaching Artist	<b>Supervises:</b>	N/A
<b>Reports to:</b>	Director of Extended Day	<b>FLSA Status:</b>	Non-exempt, hourly
<b>When Needed:</b>	2023 – 2024 Academic Year	<b>FTE:</b>	3-9 hrs/wk, seasonal

Seattle Waldorf School is seeking an enthusiastic, engaging, and compassionate Jewelry Club instructor to guide a group of **students in grades 2-12** in practicing **jewelry making and design**. We are looking for someone who can work effectively as part of a team and independently. We need a leader who understands best practices in teaching, who is interested in collaborative and creative approaches, and who is passionate about teaching, classroom management and social emotional development. We are looking for staff and faculty who share our belief that a culturally rich and inclusive school community provides students with the best possible environment for a quality education. Salary is competitive with independent schools.

### Program Description:

Seattle Waldorf School Clubs are a coveted after school enrichment program where students work with a teaching artist from 3pm-5pm 1-2 days/week practicing their area of interest. Extended Day Programs are intentionally designed to fit the needs and passions of our students. We offer clubs that focus on movement and gross motor skills, social skills, fine motor skills, creative and design thinking or all of the above.

### Who We Are:

At Seattle Waldorf School, students become creative problem-solvers—imaginative thinkers who journey toward intellectual excellence, human compassion, and artistic skill. Our modern curriculum is rooted in tradition—for children 18 months to 18 years. We lead students on a joyful journey that fosters critical thinking, synthesis, and creativity. Founded in Seattle in 1980, we are the only Preschool–Grade 12 Waldorf School in Washington. At Seattle Waldorf School we are committed to creating a community that is inclusive for all faculty, staff, families and students, especially those who have been impacted by racism and oppression, and to create a culture that supports racial equity by changing our existing systems and practices.

**Our Mission:** Daily we strive to inspire learning, courage, and joy in the developing human being.

**Job Summary:** Under minimal supervision, provides an optimal club experience for children ages **7-17**

### Specific Responsibilities:

- Leads the **Jewelry Making Club Mondays, Tuesdays & Thursdays 3pm-5pm, Mondays with grades 2-5, Tuesdays with Grades 9-12 and Thursdays with grades 6-8**
- Plans, leads, supervises the club in collaboration with the Director of Extended Day & Extracurriculars
- Makes sure all clubs students are checked out with an approved adult on the Popsicle App or brought to the After School Care space for care until 5:30pm
- Creates 1-3 blog or social media posts per seasonal block with photos and descriptive promotional content (all photos taken with an approved SWS device)
- Provides and maintains a warm and positive environment, while establishing and managing school rules and regulations
- Cares for and protects the safety of the students and is versed in emergency and disaster procedures
- Effectively lead a safe and enthusiastic club program specific to the position you are applying for
- Accept guidance and supervision
- Observe student behavior and enforce appropriate behavior management techniques

**Preferred Education and/or Experience:**

Bachelor's degree from four-year college or university in your subject area; or two years related experience and/or training; or equivalent combination of education and experience.

*\*Candidates who do not have the required degree/certificate may be considered with a commitment to complete them within a specified length of time from start of employment.*

**Certifications, Licenses, Registrations:**

Current CPR and First Aid

**Required Knowledge, Skills & Abilities:**

- 2 years experience in the activity your club is offering or 2 years as a teacher or facilitator with children and/or youth
- Commitment to excellence in teaching, self-development, and collegial cooperation
- Strong organizational skills
- Excellent written and verbal communication skills
- Ability to work in a hands-on team environment
- Possessing a level of cultural competency necessary for working with a diverse population in an inclusive and equitable community
  - We have a diverse student body, and we want all our teachers to have the skills necessary to ensure that their classrooms are safe, inclusive places for everyone
  - We seek a teacher who is aware of and actively working to rectify educational inequities related, but not limited to, racial identity, socio-economic status, gender identity and expression, and disability
- Ability to work efficiently in Google Suite, common automated systems for record-keeping, and confidently learn new technology
- Ability to maintain confidential information
- Ability to work and communicate well with all levels of faculty and staff
- Ability to work and communicate well with students and their parents
- Flexibility, maturity, and a sense of humor
- Ability to work outside in all weather

If that sounds like you, we would love to hear from you.

**Hourly Rate of Pay:** \$26 - \$29 per hour

**Benefits:** Seattle Paid Sick and Safe Leave and commuter benefits available

**To Apply:** Interested candidates should respond immediately by email to [careers@seattlewaldorf.org](mailto:careers@seattlewaldorf.org) with a letter of interest, resume, and [employment application](#), available on the school website at: <http://www.seattlewaldorf.org/careers/>

Thank you for your interest in Seattle Waldorf School and this position. Position open until filled. No phone calls or drop-ins please. [www.seattlewaldorf.org](http://www.seattlewaldorf.org)