



Position: Upper Elementary Lead Teacher

Location: Pasadena, CA

The Waverly School seeks a full-time upper elementary school instructor for the 2024–2025 academic year. The successful candidate will demonstrate expertise in working with 3rd through 6th grade students and have experience teaching reading, writing and math in the elementary school grades. Demonstrated experience in working with a diverse range of learners and families is essential to success in this role. This position requires demonstrated excellence in collaboration and the successful candidate will have collaborative skills and is capable of partnering with specialists and learning support educators. Skillful engagement with parents is essential to helping parents understand the development experiences of their students.

Waverly is a progressive school and the successful candidate should have previous experience in progressive schools and/or be willing to take professional development that helps them understand how to teach upper elementary school in a progressive environment. A sense of humor is essential as is the willingness to bring joy to learning for 3rd – 6th grade students. Previous experience in developing elementary school curriculum is required and a knowledge of Responsive Classroom is ideal.

Primary Responsibilities:

- Plan and design curriculum through thematic approach that aligns with Waverly’s scope and sequence and as aligned with the school mission and philosophy.
- Use teaching strategies that include small and large group instruction, hands-on experiential learning, inquiry-based learning, integrated learning.
- Use Responsive Classroom or Culturally Responsive Teaching pedagogy and techniques to set-up, run and develop a consistent, caring classroom environment.
- Teach and maintain proficiency in subject specific programs used by the school such as Everyday Math and Handwriting without Tears.
- Provide supervision of students outside the classroom in collaboration with teaching partner (associate) – i.e. lunch periods, dismissal, walking to and from other campuses, including Farm.
- Collaboration with grade-level/grade-proximal teachers, specialists, and learning support educators.
- Collaborate with and support the Associate Teacher in their growth and development.
- Provide the Elementary School Director with feedback on the Associate’s strengths and areas of growth.
- Use formative and summative assessment tools to meet student’s learning needs.
- Monitor and document student progress throughout the year and evaluate learning development.
- Build and maintain positive relationship with parents.

- Have regular communication with parents-via email and newsletters.
- Lead parent/teacher conferences (or facilitate student led conferences when appropriate) twice per year.
- Write and edit semester reports that include radials/checklists and narrative writing and submit on-time.
- Chaperone field trips (3rd through 6th may have overnight trips), outdoor education trips, or other experiential learning opportunities
- Attend and participate in weekly faculty meetings (after school) and occasional workshops, in-service opportunities, and other training seminars.
- Adhere to policies and procedures as outlined in the employee and faculty handbooks.
- Complete other duties as assigned by the Division Director or Head of School .

Requirements:

- Positive attitude, excellent communication and organizational skills.
- Collaborate and communicate regularly with teachers, staff, parents, and students in a positive and constructive manner.
- Ability to design a culturally responsive curriculum that attends to the needs of diverse learners.
- Occasionally provide classroom coverage during free periods when outside substitutes are not available.
- Support admissions and other school events (i.e. parent education nights, back to school night and open house).
- Attend special events during evenings and weekends.
- Participate in the weekly Elementary School meeting and occasional cross-divisional All School Meetings.
- Participate in August and June work weeks and student orientation weeks.
- Participate in end of year culmination ceremonies.
- Serve on at least one school committee (i.e. DEIJ, admissions, curriculum, technology, etc.)
- Strong commitment to anti-racist and inclusive practices that support students of all backgrounds to succeed.

Education and Experience:

- A Bachelor's degree or an advanced degree in education (California teaching credential a plus)
- A minimum of three (3) years teaching experience at an independent school, 5+ preferred at the primary level
- Preference for experience teaching in progressive school environment and demonstrated understanding of progressive educational philosophy
- Preference for candidates with a working knowledge or fluency in Spanish, Mandarin, Armenian, or Hindi

Physical Demands and Abilities

- Teacher is expected to work in person, on campus during school hours.
- Prolonged periods of standing and walking throughout classrooms and between several campus locations, including the Farm.
- Regularly spend long hours sitting and using office equipment and computers.

- Occasionally lift 15-45 pounds.
- Regularly move up and down stairs.
- Regularly sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children.

Other employment requirements

- Initial and continued employment background investigation required – fingerprints via Live Scan
- Initial and continued TB Assessment required for employment in CA schools

Job Type: Full Time – 10-month, Exempt

Hours per week: 40 - 8:00 a.m. to 4:00 p.m.

Salary Range: \$50,000 – \$90,000

School Contact

Interested candidates should submit their resume, letter of interest and particular qualifications for the position, and statement of educational philosophy in a single PDF file to:

Vella Cagle

Director of Human Resources

vella@thewaverlyschool.org

School Information

The Waverly School is a nonsectarian, coeducational, college preparatory, progressive day school that spans young kindergarten through high school. Waverly provides an experience-based, cross-disciplinary education in which students are expected to work to their highest potential. Waverly is dedicated to helping students become confident, curious, resourceful learners who demonstrate intellectual engagement, critical and creative thinking, respect for individual differences, and a strong sense of personal and social responsibility. The Waverly School has three campuses and a one-acre organic farm, all within walking distance of one another, in Pasadena, CA.

EEO Statement:

The Waverly School is an equal opportunity employer dedicated to a policy of non-discrimination based on the race, color, creed, religion, sex, gender, gender identity, gender expression, marital status, pregnancy, transgender, transsexualism, sexual orientation, age, national origin, citizenship, primary language, military or veteran status, physical handicap, disability, medical condition, mental disability, genetic characteristic or information, ancestry, or based on any other consideration made unlawful by federal, state, or local laws.