



HEART TO HAND SCHOOL

A Waldorf Educational Initiative

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Heart To Hand School Is Growing!

We are looking for women and men who love and enjoy working with children across the entire age range from birth on up, and who desire to work in partnership with parents and other teachers to create an extended family / community atmosphere that builds upon a gentle understanding of Waldorf educational principles.

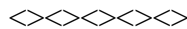
Positions We Are Currently Interviewing For:

Substitute Teachers (birth to age 6)

The Heart To Hand School faculty is seeking to expand its pool of reliable substitute teachers. Shifts are generally 8:00 to 1:00 or 12:30 to 5:30. Substitutes will be called upon to cover teachers who are away for planned vacation and training days, and ideally also have some degree of flexibility to respond to last minute needs to cover for teachers if they become ill.

Pioneering First Grade Main Lesson Teacher

This position is for the first grade class launching in September 2012, but the teacher would begin working with the school as soon as possible in preparation. Come join a group of passionate parents and faculty committed to establishing the first Waldorf grades program in Nevada.



Please note that for all of our staff positions (except substitute teachers) we expect a minimum two-year employment commitment. Such a commitment is an essential element to providing a continuum of care for our children.

Letters of interest and resumes should be sent to the Recruitment Committee at:
HeartToHand.Recruitment@gmail.com

More details are provided on the following pages.

General School Description:

Heart To Hand is a school for children ages birth to kindergarten and beyond as we launch our grade school. Dedicated to the Waldorf educational philosophy, we strive to create a haven of warmth and safety where each young student is accepted and nurtured. We cherish the individuality of each child's unique physical, mental, and emotional development. We foster imagination and exploration that stimulates not only the intellect, but also will and feeling.

Children are supported by experiencing a daily and a weekly rhythm. The daily rhythm is characterized by caring interaction that includes both outdoor and indoor discovery play, circle times of song and storytelling, snack times, and lunch. Each day also includes at least one special activity that is always enjoyed on that same day every week. Depending upon the age group and season, this weekly rhythm may include such activities as gardening, wood working, beeswax modeling, wet-on-wet watercoloring, drawing with block crayons, knitting and sewing, walks to nearby Manzanita Park, and food preparation.

Each adult in the classroom is very conscious of serving as a model for the children. Young children absorb and imitate our words, actions, attitudes, and unconscious mannerisms. Being a teacher bears with it the imposing responsibility of being worthy of imitation. To this end, we as teachers encourage one another to become increasingly open, aware, and inwardly peaceful so that we may engage the world in a manner similar to the young child – not from our heads alone, but from our hearts and our hands, our emotions and our actions.

Detailed School Description:

Heart To Hand School is the first and only Waldorf school in Nevada, but many more are envisioned by our parent organization, Desert Sage Educational Initiative (DSEI), a 501(c)3 nonprofit charitable corporation. Heart To Hand School was formed in 2000 as a Waldorf educational initiative.

The mission of Heart To Hand School is to create and maintain a simple and loving space where children can play and work and set their imaginations free. To this end, Rudolf Steiner's ideal of *"Receive the child in reverence, educate them with love, send them forth in freedom"* is held closely in the hearts of teachers, staff, and community members.

Heart to Hand School currently offers a year-around mixed-age Nursery/Preschool program for children ages birth to 3, a mixed-age Kindergarten for children ages 4 to 6, and an afternoon continuing care program. We are licensed to serve 46 students. However, in order to provide a very high quality of developmental care, we currently limit our Nursery/Preschool classroom to a maximum enrollment of 15 students with 3 teachers, and are limiting our Kindergarten classroom to a maximum enrollment of 18 students with 3 teachers.

Looking to the future, our community of dedicated parents, faculty, and board of trustees are working together to extend Waldorf education into additional locations throughout the greater Reno metropolitan area. This includes an anticipated expansion into a second classroom building at our current location during the 2012-2013 school year.

Community:

Reno is a vibrant and growing community that, all clichés aside, truly retains a small town feel and friendliness. We have all the modern conveniences combined with low crime, low traffic, affordable housing, healthy diversified economy, and world class recreational, artistic, and entertainment opportunities. This university town has a population of about 180,000 and the greater metropolitan area is comprised of nearly 340,000 people. The University of Nevada at Reno (UNR) has 15,000 students in 10 colleges and schools, contributing to the city’s culture and diversity.

We are literally a live where you work and play community.

Nestled within the valley between the Sierra Nevada Mountains and the Virginia Foothills, the city is surrounded by 360-degree vistas of snow-capped peaks with juniper and sage dotted hillsides, and the Truckee River runs through the center of town. With a full but moderate 4-season climate, Reno rests at a comfortable 4,500 feet above sea level and has over 300 sunny days per year with low humidity. This means no mosquitoes, gnats, ticks, no seeps, etc. (and there is no state income tax, either!).

From anywhere in the valley you are literally never more than 10 minutes away by car from wilderness, national forest, or BLM land.

In 15 minutes you can be in the mountains, in 30 minutes at Pyramid Lake, in 45 minutes at Lake Tahoe, in 60 minutes be all alone in the Great Basin desert, and in 4 hours be at the Pacific Ocean (San Francisco).

Rudolf Steiner College, in Sacramento, is 2½ hours away.

Reno is a paradise for the outdoor enthusiast, with world class opportunities to hike, bike, ski, kayak, climb, hang glide, canoe, sail, boat, fish, swim, dirt bike, camp, hunt (camera shoots, too), golf, year-around tennis, rodeo, go horse back riding, whitewater rafting, and more ... even dune buggy on a literal mountain of sand! There are 15 downhill and cross-country ski resorts within an hour of Reno. We are ranked #1 by Rand McNally and others for outdoor recreation.

The Reno metropolitan area is experiencing a downtown reemergence and arts renaissance. The crown jewel is the arts festival called Art Town in which the whole of Reno, during the entire month of July, celebrates the breadth

Other area attractions include:

- Anthropology Museum
- Arboretum
- Art Galleries & Studios
- Ballet, Opera, & Symphony
- Balloon Races
- Community Food Co-op
- Minor League Baseball (Aces)
- Music & Performing Arts
- National Air Races
- National Automobile Museum
- National Bowling Stadium
- Nevada Historical Society
- Nevada Museum of Art
- Planetarium & Science Center
- Railroading – classic & current
- Reno Bike Project
- Reno Gleaning Project
- River School Farm
- Roller Derby
- Spas – from micro to major
- Water & Amusement Park
- Wildlife in your back yard
- Zoos – Animal Ark & Sierra Safari

and depth of our rapidly growing arts community, including visual, music, and performing arts of every kind. The annual Burning Man festival is held in the nearby Black Rock Desert.

U.S. News & World Report ranked the University of Nevada-Reno (UNR) as one of America's best colleges and the Carnegie Foundation ranks UNR in the highest research category with institutions like Stanford, Harvard, Cal-Berkley, and UCLA. UNR’s programs include 75 bachelor's degrees, 70 master's programs, and 30 doctoral specialties, in areas as diverse as Agriculture, Biotechnology, Business, Education, Engineering, Journalism, Medicine, Mining, and the Sciences. UNR's Business Logistics Program is considered by the countries largest firms to be one of the top 10 in the United States. Reno is also home to the National Judicial College and the world-renowned Desert Research Institute (which includes the very dry Antarctica).

General Faculty Member Description:

We are seeking women and men who think and feel that being or becoming a Waldorf teacher is part of their destiny.

As a colleague at Heart To Hand School you join other teachers, staff, and trustees who are guided by the philosophy, purpose, and curriculum of Waldorf Education and who seek excellence in the teaching of children and support of families. Colleagues participate in the life of the whole school, and contribute to its healthy functioning as required. This may include, but is not limited to, faculty and staff meetings, committee meetings, and other duties commonly expected of Waldorf teachers, including continuing education for personal and professional development, self- and peer evaluation and encouragement, faculty meetings and work days, receiving colleagues and parents into your classroom for observation, parent-teacher conferences, occasional service as a substitute teacher, and the completion of student reports in good order and timely fashion.

Heart To Hand School is an educational community composed of faculty, parents, board of trustees, and administrators, all working together in a non-hierarchical, consensus fashion on behalf of our students. Consensus is a group decision making process in which all present must agree before action is taken. In every realm of the school, consensus requires participants to arrive at unity – agreeing with the essence of a decision, and feeling that they can live with the decision. Consensus does not require unanimity – feeling that every detail of the agreement is exactly as every individual would prefer.

Faculty colleagues are expected to fulfill any legal obligations required of the school, such as medical tests and continuing education. Additional expectations, practices, guidelines, and policies are set forth in the Staff Handbook and Parent Handbook.

Faculty Responsibilities:

Partner with and support other faculty, staff, students, and parents through conscientious engagement in accomplishing the following general, shared responsibilities:

- ◇ Create an environment conducive to the unfolding of the young child
- ◇ Set and hold a positive attitude and tone for children, parents, staff, and faculty
- ◇ Observe, initiate, and respond to the needs of the children and families in your care
- ◇ Work with other teachers in developing and adhering to the daily and weekly rhythms
- ◇ Arrange, maintain, and beautify the classroom, Play Garden, and Hillside Garden environments
- ◇ Prepare, manage, and clean up special activities such as cooking, painting, woodworking, etc.
- ◇ Gather, create, memorize, and share stories, songs, verses, puppet plays, and circle activities
- ◇ Create and present monthly Rainbow Bridge birthday celebrations
- ◇ Create and/or participate in annual celebrations and festivals
- ◇ Participate in mentoring and being mentored, supervising and being supervised
- ◇ Communicate regularly and effectively with parents, including parent education efforts
- ◇ Contribute to, prepare for, and participate in outreach, fundraising, and work day events
- ◇ Meet the professional development and legal expectations of a Waldorf school
- ◇ Participate in Parent Council meetings and events whenever possible

Qualifications For Entry-Level Positions:

Our ideal candidates will have the following minimum characteristics:

- ❖ Have at least 1 year of experience caring for young children from birth to age 8
- ❖ Have the capacity to cherish the individuality of each student's unique physical, emotional, and cognitive development
- ❖ Have the aptitude to foster imagination and exploration that stimulates not only the intellect, but also will and feeling in young children
- ❖ Have facility in creating a haven of warmth and safety in which each student is accepted and nurtured
- ❖ Have the ability to serve as a conscious, intentional model for children who will be imitating your words, actions, attitudes, and unconscious mannerisms
- ❖ Have the openness to receive and give encouragement to other teachers as together we seek to become increasingly open, aware, and inwardly peaceful so that we all may engage the world in a manner similar to the young child – not from our heads alone, but from our hearts and our hands, our emotions and our actions
- ❖ Have the skill to caringly interact with young children during both indoor and outdoor free play, snack times, and nap times – when the children are happy, peaceful, healthy, open, and engaged ... and when they are sad, angry, ill, hurt, closed-off, or disengaged
- ❖ Have the willingness to memorize, recite, and sing a variety of songs, blessings, verses, and stories
- ❖ Have the energy and physical capacity to perform daily housekeeping chores such as dusting, sweeping, mopping, cleaning bathrooms, gardening, and making snacks
- ❖ Be supportive of Waldorf education (for more information, please contact us and/or visit our website)

Much introspection is required to work in a Waldorf setting. Are you conscious of how you move about the classroom, the parking lot, and play area? Are you engaged in meaningful work throughout your time at the school? Do you bestow your full attention on either what you are doing or who you are talking to? Do you refrain from speaking as much as possible in order to leave the children in their natural, imaginative, dreamy state? How are your words, tone of voice, body language, and overall quality of presence affecting students, co-workers, and parents?

Qualifications For Positions Beyond Entry-Level:

Specific qualifications for faculty positions beyond the entry level are discussed on an individual basis with candidates who express interest in the opportunities.

Work Hours:

There are two primary Monday through Friday teaching shifts: Mornings from 7:30 a.m. to 3:30 p.m. and afternoons from 12:00 p.m. to 6:00 p.m. Most positions require a Monday through Friday commitment, but we occasionally have part-time positions available. There may also be seasonal or personal variations to an individual teacher's schedule.

All teachers are free to leave once their work day is completed ... but they are also expected to stay until their work is completed. There is a faculty meeting once a week that typically takes place on Wednesday afternoons from 2:00 to 5:00. All teachers are expected to attend except in unusual circumstances.

In meaningful partnership with the parents, administrators, and board, there are several festivals, outreaches, fundraisers, and work days throughout the year that faculty are expected to participate in and contribute to. *Preparation for and participation in these important elements of the Waldorf curriculum and community life is something to which we all volunteer additional hours of our time.* Some activities (such as the Spring Festival) may only require a couple of hours of preparation and participation time, while other events (such as May Faire) may require many hours of preparation in addition to participation in this all-day outreach event. These community events are wonderfully life-enhancing and beautiful.

Pioneering Spirit:

Heart To Hand School is completing its 11th year of development and growth. During the 2010-2011 school year we expanded our infant/toddler program, and laid the foundations for establishing a grade school and starting a second preschool/kindergarten.

Teachers and committed parents at Heart To Hand School are engaged together as intentional, joyful co-creators in the rich and rewarding process of school and community formation. Teachers with pioneering spirits will thrive in this consensus-based setting where every voice is important. As with most independent schools, we have been directly affected by the national economic crisis of the past several years. Nevertheless, through careful fiscal management and a high level of dedicated involvement by the Heart To Hand community, the school is on solid financial ground compared to many other pioneering efforts of similar size. The teachers have a history of being able to enjoy consistent raises and the Board is working to further improve their benefit packages.

Vocational Philosophy:

Heart To Hand School employs people who believe that being a Waldorf teacher, administrator, or staff person is more than a job or even a career – it's a vocation.

- A **job** is the work one engages in for the primary purpose of making money. Although the ideal job has other benefits, the employee nevertheless expects to quit as soon as something better comes along – whether another job with better pay and benefits, or perhaps for something that matches their career goals or vocational dreams.
- A **career** is the occupation one engages in over a lengthy period of time for the primary purpose of making a living. Although the ideal career has other benefits, the employee nevertheless expects to leave as soon as financially feasible or if something better comes along.

- A true *vocation* or *calling* is the profession one is internally motivated to continually train for and carry out over a life time for its altruistic benefit to others. If paid for this vocational service, the income is regarded as a secondary benefit – though usually very necessary!

Most Heart To Hand School faculty, administration, and staff are paid, but the attitude we all embody is that of vocational service:

- ✓ We are committed at all times to loving and helping others to the best of their ability.
- ✓ We are community-oriented, drawing people into peaceful, nurturing, and engaged relationship with one another.
- ✓ We are life-long learners who are motivated to develop within themselves the qualities of mature moral character, while also striving for professional excellence.

Commitment To Continuing Education & Vocational Development:

Because Heart To Hand School is in a significant period of expansion, we have additional expectations for our teachers who are not yet Waldorf trained and/or certified:

- We anticipate that when we hire first year teachers who have no Waldorf background they are, at a minimum, committed to exploring the possibility of making Waldorf education their vocation.
- We anticipate that all third year teachers will, at a minimum, believe that Waldorf education is their vocation and as a result will have already begun or will soon begin taking classes in pursuit of Waldorf certification or the equivalent.
- We anticipate that in most instances all fourth year teachers already are or are actively preparing themselves to become Waldorf lead teachers, class teachers, specialty teachers, or administrators.

Additional Information:

Further information about Heart To Hand School and Waldorf education may be found on our website (www.HeartToHand.org) and by contacting the school directly.

Compensation:

For the 2011-2012 school year, the base wage for new staff is \$10 per hour. Our average second year teachers are paid \$11.30 per hour. Salaried employees are paid based upon their level of responsibility and quality of service. Benefits include up to 50 days off per year for holidays, vacations, and professional development; tuition remission for any of your children who attend the school while you are working; the covering of all expenses related to participation in the annual Waldorf teacher's conference held at Rudolf Steiner College in Sacramento; scholarships for those pursuing Waldorf

certification or other approved programs of continuing education; and direct deposit for paychecks. Faculty members coordinate their staggered vacation schedules throughout the calendar year in order to provide our students with high quality year around programming. The compensation package is undergoing further development and may include health benefits beginning in 2012.

Selection Process:

We refer to our approach to hiring as a discernment process. It typically involves the following steps:

- ❖ Submission of a résumé and letter of interest, preferably via email
- ❖ An initial orientation and one or two interviews
- ❖ Completion of a job application with references
- ❖ Review of the Staff Handbook and Parent Handbook
- ❖ One observation day and 3 unpaid exploratory / training days
- ❖ Completion of all Washoe County teacher requirements (child care work permit, TB test, communicable disease class, SIDS training, etc.)

All positions are open until filled. Interested candidates are asked to email a résumé accompanied by a letter of intent to:

Recruitment Committee
Heart To Hand School
HeartToHand.Recruitment@gmail.com

One of the original motivations for the Waldorf education movement was to promote the peaceful development of humankind by nurturing children and families away from narrow self-interest toward an expansive world view. Desert Sage Educational Initiative d/b/a Heart To Hand School continues the active advancement of that tradition. Consequently, it is not merely an act of compliance with federal law but our free, willful, and deliberate policy to offer Waldorf education to families who desire it for their children regardless of race, color, nationality, ethnic origin, gender, sexual orientation, religious or spiritual practice, or to the extent the school's resources permit, disability or their ability to pay. We are an equal opportunity employer; in our hiring practices we do not discriminate against anyone due to race, color, nationality, ethnic origin, gender, age, sexual orientation, religious or spiritual practice, or disability.

May we strive together with good will
To form a community
Where the gifts of each one are acknowledged
And where each one does one's best,
That the highest spiritual powers
May help us bring forth a school
Worthy of all children –
That they may learn to live and breathe
In spirit awareness,
Blessing the World with their deeds.

~ Rudolf Steiner