

# Administrative Director, Suncoast Waldorf School

**Description:** The Administrative Director ensures the successful operation of the school, exercising fiscal and legal authority while managing risk and school resources, in order to ensure that the school's mission, vision and strategic plan are carried out in excellence. The Administrative Director will work closely with the Pedagogical Director and the Board of Trustees to help define school policies and procedures, and will manage their implementation through oversight of the administrative team, including the functions of Enrollment and Marketing Director, Early Childhood Director, Office Manager, and Facilities Manager. The person in this position will work in close collaboration with the Pedagogical Director and the Board of Trustees to monitor and address the well-being of the whole school community while managing the school's financial health.

The ideal candidate will have the management and organizational skills needed to collaborate with the Pedagogical Director in overseeing school operations, including:

- Responsibility for and consciousness of the overall student and parent experience;
- Facilitation of positive communication and healthy relationships between faculty, administration, board, parent community, prospective student families, and general public;
- Leadership of the implementation of the school's vision for the future;
- Embodiment and implementation of the mission and values of the school;
- Representation of the Suncoast Waldorf School and its values to the broader community

## **Duties and Responsibilities:**

- **Fiscal**
  - Assist Board Treasurer and Finance Committee in preparation and implementation of annual budget
  - Oversee bookkeeping and accounting matters
  - Attend and assist in Finance Committee meetings
  - Oversee preparation of payroll and maintenance of records relating to audits, taxes, and employee benefits
  - Work closely with Treasurer to prepare and present monthly reports on the financial health of the school
  - Collaborate with Board (and possible future Development Director) to facilitate fundraising and grant writing activities, cultivate outside donors, and coordinate major gifts campaigns
- **Operations**
  - Ensure that administrative processes and systems are appropriate, efficient, and consistently followed
  - Manage and support Administrative Staff
  - Ensure compliance with all rules and reporting requirements of federal, state, and local authorities and regulatory agencies related to school operations and licensing
  - Oversee fire and security measures, as well as all facilities, grounds, and physical plant operations, cleaning, and maintenance

- Partner with the Pedagogical Director to oversee membership and accreditation processes related to regional and national education associations
- **Human Resources**
  - Oversee administrative staff personnel and resource allocation, professional standards and development, and performance evaluations
  - Collaborate with Finance Committee to plan and manage employee benefits
  - Collaborate with Pedagogical Director to develop and implement professional development plans and budgets for faculty
  - Collaborate with Pedagogical Director and Board of Trustees to implement recruitment, hiring and firing of personnel
  - Provide administrative staffing to Board of Trustee Committees as needed
- **Collaborative Planning and Leadership**

Work in partnership with Pedagogical Director to:

  - Implement and manage the goals, policies, and procedures of the school as determined by the Board of Trustees
  - Attend and participate in Board of Trustee monthly, annual, and ad hoc meetings, including retreats
  - Provide monthly reports and consultation to Board of Trustees on fiscal, operations, human resource, and enrollment activities
  - Monitor and report to relevant bodies of the school regarding current trends in Waldorf and mainstream education, and the effectiveness of school policies
  - Respond timely and appropriately to questions or concerns from Faculty, Board of Trustees, Staff, Parents, or larger community
  - Oversee parent orientation, annual School Meetings, and fundraising and outreach activities, including outside of school hours
  - Oversee admission, enrollment, and retention policies and goals
  - Manage unexpected situations, emergencies, risks, threats, or crises as they may arise
  - Oversee annual update of school handbooks

### **Terms, Oversight, Evaluation**

- **Reports to:** President of the Board of Trustees, with oversight from entire Board
- **Terms of Employment:** This is a full-time, year-round, salaried position, whether school is in or out of session. Specific work calendar, salary and benefits shall be determined annually by the Board of Trustees.
- **Evaluation:** The Board of Trustees will conduct an annual review of the work performed in this position.

**Desired Qualifications:** The ideal candidate would have the following education, training, and experience:

- Bachelor's Degree and five years experience with leadership responsibilities in educational setting;
- OR
- Advanced Degree in Education, Administration, or related field;

A strong knowledge of education systems and the Waldorf movement and philosophy are desired. The Administrative Director should have significant experience as a teacher, administrator, or school director in a pre-k through grade 8 school. Also desired is experience in long range planning, problem solving, conflict resolution, collaborative leadership, human resource management, and public relations.

Experience leading an organization through transformative growth is highly desired. Anthroposophical or Waldorf training is preferred but not required.

**Desired skills and capabilities:**

The ideal Director candidate would be:

- An effective and compelling communicator with strong interpersonal, verbal, and writing skills
- Able to work well and communicate effectively with children ranging from pre-k to grade 8, as well as with their parents
- Experienced at inclusive strategic planning through both effective management of individuals and collaborative working within teams
- Energetic, industrious, and self-starting
- Organized and efficient
- Knowledgeable of accepted practices related to business administration, budget preparation, insurance, facilities operations, safety, and planning
- Open-minded, forward-thinking, patient, and able relate well to all kinds of people, embracing our diverse community
- Able to manage and diffuse difficult situations
- Proficient with computer spreadsheets, databases, desktop publishing, and accounting, with mastery of software programs like Microsoft Word, Excel, Power Point and e-mail (familiarity with QuickBooks and RenWeb enrollment management software are preferred)
- Able to articulate the core values of Waldorf education, and represent the school as an enthusiastic and articulate facilitator, presenter, or spokesperson