

# THE WALDORF SCHOOL OF MENDOCINO COUNTY

## School Administrator Job Description

Hours/Schedule: Full time, Exempt  
Reports to: The Board of Trustees

### **PURPOSE**

The WSMC School Administrator serves the parents, Board and Faculty, and is an integral part of the daily activities in the office and the school, providing leadership and promoting responsible allocation of resources in support of an unencumbered learning environment that fulfills the school's mission statement.

### **DUTIES & RESPONSIBILITIES**

#### **General Responsibilities**

- Support the education of the students through the application of Waldorf principles of administration and governance.
- Serves the governing bodies of the school by directing and facilitating the development and implementation of general practices and approved policies.
- Manages daily operations of the school, cooperative working with the administrative team, parent relations and faculty support.
- Oversees operational and regulatory compliance with support from Business Manager and Early Childhood Director.
- Maintains communication with the major realms of the school by attending meetings and disseminating information to and from these groups while holding confidentiality.
- Interfaces with public agencies: Child Protective Services, Department of Education, DOJ/FBI – Live Scan, LEA's – Superintendent, County Schools Office, Department of Health, immunization reporting and communications.
- Provide leadership, support and counsel to the Enrollment and Outreach Coordinator, Office Coordinator/Registrar, Business Manager, Development Director, Facilities and Site staff and any other administrative staff members in the fulfillment of their duties.

#### **Human Resources & Policy**

- Is active member of the Personnel Committee supporting the hiring and firing process and the mentoring, evaluation and ongoing training needs of employees
- Under the guidance of an HR expert, develops and implements human resource policies and procedures and ensures training of supervisory and non-supervisory employees, ensuring the schools' compliance with all current California employment and labor laws
- Hiring of all staff (with direction from appropriate committees) reports hiring to Board. Lead Faculty hires require pre-approval from Board.

#### **Facilities**

- Ensures that the grounds and facilities are safe, well-maintained and reflective of the beauty and ideals of Waldorf education.
- Secures service of standard and emergency repairs, informing Board of actions
- Is on emergency alarm call list with College Chair
- Supervises Site Manager
- Project management of new construction and major repair projects (over \$3,000)

### **Development**

- Maintain a well-balanced calendar of fund raising and friend raising events.

#### Until there is a Development Director:

- Oversee, direct and support event leads (Enchanted Pumpkin Path and Auction) ensuring successful events.
- Produce and promote Annual Giving campaign (until this function can be performed by another employee).
- Cultivate broad community support and recognition of WSMC within the wider community.

### **Board & Faculty Support**

- Ex officio, voting member of the Board of Trustees
- Provide admin support
- Provide written reports to the Board each month covering significant school activities.
- Notify the Board and Faculty of liability and larger issues as they occur
- Participate in Faculty meeting as a full consensus member. Keep Faculty informed of larger issues facing the school while maintaining confidentiality.

### **Other Tasks**

- Maintain business hours
- Maintain school calendar
- Maintain and update as needed WSMC Policies and Procedures manual, Safety Plan, Employee Handbook and Parent Handbook.
- Serves as point person for communication: channel complaints, concerns and requests to the appropriate person or committee, in the spirit of goodwill and confidentiality.
- Publishes the monthly Heartbeat newsletter
- Maintain employee and student incident and injury binder
- Coordinate school photos, hearing and vision tests.
- Oversee the maintenance of field trip files: car insurance, consent forms and chaperone forms.
- Coordinates and assists with the AWSNA accreditation process following the lead of the college and faculty
- Keeps the Strategic Planning objectives in front of the appropriate constituents
- Others as assigned

## **QUALIFICATIONS**

- A commitment to quality Waldorf education.
- An ability to motivate, lead, develop, and sustain a cohesive and competent administrative staff
- Practical and demonstrable experience with marketing, school finance, and fundraising
- An ability to engage the school community and lead marketing, communication, and fundraising efforts in a competitive independent school market
- Comfort operating in a collaborative decision-making environment that encourages diversity of thought and innovation
- Demonstrates and supports a culture of diversity, equity, and inclusion
- Ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff, and community members
- An ability to connect with all constituents of the school and be highly visible at all school events
- Professional level of proficiency in Microsoft Word and Excel
- Demonstrated experience in analyzing internal and external data, mining and organizing information for clear presentation to key constituencies, including the Board, the faculty, parents, and the broader community
- Ability to translate strategic goals into operational objectives and measures
- Ability to analyze information from a variety of sources and apply critical and creative thinking to develop solutions to complex problems
- Ability to act with appropriate urgency to analyze issues, assess risk, and accept accountability for the resulting decision

- Ability to maintain a professional demeanor, exhibit sound judgment, maintain confidentiality, and use discretion
- Dedication to personal and professional development
- Enthusiasm and skill for creative problem solving

## **COMMITTEES**

- Personnel Committee (Chair)
- Admin Staff (Chair)
- AWSNA Accreditation Working Group (Chair)
- Site Committee
- Finance Committee
- Board
- Faculty
- ANA meeting
- AWSNA Liaison (Optional)