

Linden Waldorf School

Job Description: Administrative Director

Primary Function: The Administrative Director is responsible for directing and managing all non-teaching functions of the school. Hired by, and reporting to, the Board of Directors, the Administrative Director implements the day-to-day operation of the school. This position also helps to ensure the smooth execution of policies and procedures working with the Board, Faculty, and others in the community where appropriate.

Reports to: Board of Directors

Core Competencies: A commitment to the spiritual foundation of the school and the study of Anthroposophy is essential. Knowledge of Waldorf school philosophy, including administrative and educational principles, techniques and methods is preferred. The person in this position must be able to exercise prospective thought and creative planning in terms of setting goals and have the ability to follow through on those goals. Essential for this position are excellent interpersonal skills with successful experience creating shared, collaborative partnerships. The Administrative Director should have strong written and verbal communication skills; with an ability to build relationships with the community groups, current and prospective parents, and the general public. S/he may be called upon to manage or even diffuse difficult situations with parents or other community members.

The following skills are also necessary:

- Be well-organized and able to balance a large number of tasks.
- Bring projects to completion.
- Supervise others in a professional and collegial manner.
- Delegate responsibility appropriately.
- Identify areas where policy or program development is needed, and work collaboratively with appropriate individuals to bring plans to fruition.
- Ability to analyze, interpret, summarize, and present data effectively.
- Ability to be an enthusiastic and articulate spokesperson for Linden Waldorf School.
- Ability to maintain strict confidentiality where necessary.
- Be flexible and willing to do what is necessary to ensure the school operates effectively and efficiently.
- Proficiency with computer systems and standard software systems, such as word processing, spreadsheets, accounting, databases, and email. Experience with Quickbooks and Education/Raisers' Edge preferred.

Position qualifications:

- Must demonstrate experience in business administration and be knowledgeable of effective financial, personnel, and business management practices for non-profits.
- Preferred to have basic knowledge of legal and regulatory issues governing educational institutions and non-profits.
- Bachelor's degree from an accredited university. Degree in Education, Business, Human Resources, or a related field preferred. Master's degree highly preferred.
- Must have a minimum of 5 years professional experience, including demonstrated supervisory experience.

Overall areas of responsibility

Communication:

- Maintain an open flow of communication with all constituencies in the school.
- Responsible for effectively managing parent issues and complaints with LWS and directing parents to the appropriate individual or body.
- Serve as contact person for other schools and organizations.
- Participate in various Board committees, including Finance, Strategic Planning, and Faculty Leadership, among others as necessary.
- Participate as a member of the Faculty Leadership Council and attend faculty meetings and present verbal reports to faculty.
- Participate as a member of the Board of Directors (ex-officio, non-voting) and present monthly reports.

Operations:

- Oversee all administrative aspects of school operation. This includes general management of all teaching staff and direct supervision of all administrative staff.
- Oversee physical plant to assure a safe school environment and adherence to all local, state and federal guidelines.
- Produce standard and ad hoc reports for the Board of Directors, faculty, and Finance Committee.
- Oversee accounts receivable, accounts payable, vendor contracts and payroll.
- Oversee all HR and personnel aspects including recruiting, onboarding, benefits administration, staff training, professional development, compensation structure, and employee relations/counseling.
- Collaborate with Faculty Leadership Council to develop and maintain curriculum standards and set performance goals and objectives for all teaching staff.