



Administrative Director Job Summary

The Denver Waldorf School is seeking the ideal candidate for the open role of Administrative Director to shepherd our school over the coming years to achieve our vision and strategic plan. We recently conducted a successful Campus Master Plan and a Capital Campaign which resulted in our move in the fall of 2014 to a larger school facility. Our new facility enables us to achieve a fully realized Waldorf curriculum for our children in Pre-K through High School.

Our current enrollment of 360 children generates over \$3 million in tuition and fees, affording us the gift of not only their delightful presence in our halls, classrooms and playgrounds, but also the financial stability to achieve many of our goals. One critical initiative our Administrative Director faces is to grow our High School enrollment to further realize and solidify our financial stability and programmatic development. Another key initiative is to work closely with the Board of Trustees, the Business Affairs Director and Development Director to ensure our financial health is sustainable to support our strategic plan and vision.

As a full-time employee of The Denver Waldorf School, the Administrative Director joins a warm, welcoming team of dedicated teachers, committed administrators and parents, all who are unwavering in their commitment to the education of the children that grace us with their laughter, smiles and joy of learning. We are a group of individuals whose foundation in pedagogy is Anthroposophy. As a member of the Administrative Team, the Administrative Director shares the vision of working as a servant leader, creating an environment of stability in a rhythmic, balanced, and healthful way such that the school is fully available to fulfill its vision and each member of the team is available to live life fully. The Administrative Director is supported by a senior staff consisting of the Business Affairs Director, Enrollment Director, Development Director, Main Office Manager and the Leadership Team.

The Administrative Director coordinates and manages administrative support of and communication between the different governing bodies and committees of The Denver Waldorf School. The Administrative Director is the “point person” for the Administration Team and holds the big picture perspective for the school. The Administrative Director works in cooperation with and in support of the College of Teachers (College) and Faculty in achieving pedagogical excellence and works with the Board of Trustees (Board) in overseeing the financial and legal wellbeing of the school.

The Administrative Director reports regularly to the Administration, the Leadership Team, the Board, and the College. Further details about the expectations of the role and the qualities and characteristics of a successful candidate are summarized below.

The Administrative Director serves as a member of the Board of Trustees and actively participates in these working Committees:

- Chair, Leadership Team

- Chair, Administrative Team
- Co-Chair, Human Resources Committee
- Member, Strategic Planning Committee
- Member, Professional Development Committee
- Member, Board Development Committee
- Member, Personnel Committee
- Member, Calendar Committee

Specific Responsibilities and Expectations of the Administrative Director:

Community Relations “Big Picture”

- Represent the school to the parents, students, and community, in a manner that creates a positive public image and promotes retention and new enrollment
- In participation with the Administrative staff, help coordinate between the College, the Board, and Parent Council in the development, implementation, and communication of goals, strategies, objectives, policies, and procedures of the school and of the association
- Represent The Denver Waldorf School in community and professional meetings
- Represent The Denver Waldorf School in its relations with state and federal agencies with local, state, regional and national educational organizations and accrediting agencies (AWNSA, ACIS, etc.)
- In participation with the Leadership Team, respond to crisis and mitigate any residual risks and concerns

Administrative Liaison

- Report between the Administration, the Board, the College, and the Faculty
- Coordinate with the Leadership Team the agendas for all Board, College, Faculty and Administrative meetings

Parent/Teacher/Student Relations

- Participate in implementation of new parent in-take process and orientation meetings
- Ombudsperson for staff, faculty, student and parent conflict
- Oversee exit interview process and facilitate meetings with exiting families

Human Resources

- Work with Human Resources Committee to oversee and manage employee benefits and salaries, orientation and training, and employment contracts
- Oversee protocols and process for hiring, retention and dismissal of all personnel
- Prepare employee handbooks and maintain appropriate personnel records

Professional Development

- Oversee mentoring and evaluation of all staff
- Plan and schedule professional in-service and renewal
- Manage the PDC budget

Educational Policies

- Serve as an educational innovator, anticipating the needs of the future children coming to the school and plan accordingly

- In cooperation with Enrollment Director, coordinate policies and procedures related to admissions, waitlists, and incoming student-records policies
- Work with the College to coordinate and implement curriculum standards and teacher evaluations, prepare for and conduct periodic program evaluations, submit reports to external agencies as required and establish disciplinary policies and standards of conduct
- Oversees and review distribution of mid-year and end-of-year reports, student records, and other student documentation
- Oversee documentation of the curriculum scope and sequence

Accreditation

- Oversee accreditation process
- Ensure fulfillment of accreditation recommendations and requirements

Oversight of Legal Issues

- Oversee activities related to 501c3 status
- Work with Legal Review Team
- Comply with state regulations and licensing requirements
- Work with the Board, its chairs and its committees to carry out established school policies; to review those policies and make recommendations for changes; to attend meetings, prepare reports, maintain board records, and keep Trustees informed on all aspects of the school's operation

Budgeting and Planning

- Work with Business Affairs Director to project for academic program needs, capital project planning, and professional development
- Oversee entire budget and actual expenses
- Oversee goals, assumptions and mandates for committee work
- Oversee and steer the Strategic Planning process, including the 5 year budget

Building and Grounds

- In conjunction with Building and Grounds plan for future needs of building and site
- Review and negotiate lease agreements as required

Development

- Actively develop relationships with key donors, alumni, alumni parents, and foundations in conjunction with the Development Director

General and Administrative Support

- Oversee administrative communications including the Annual General Meeting, program handbooks, website, and school-wide communication
- Manage, update and oversee Emergency Response Protocol
- Manage, updated and oversee all health and safety protocols

Skills, Abilities and Key Requirements of a Successful Administrative Director:

- Excellent organizational skills
- Excellent written and verbal communication skills

- Ability to think ahead, self-manage, and be flexible
- Ability to think systemically and strategically
- Considerable knowledge of Waldorf pedagogy, including administrative and educational principles, techniques, and methods
- Waldorf classroom or administrative experience preferred
- Experience managing all aspects of employment, retention and dismissal of personnel preferred
- Ability to relate to and honor all members of the school community and to work as part of a team
- Demonstrated ability to manage public relations and inter-relationships with community groups, private and public agencies, parents, and the general public
- Legal awareness of school related issues preferred
- Experience working in a consensus-based decision-making model
- Ability to support a development team, including generating new ideas and increasing revenue to the school
- Ability to embody, manifest and advocate the mission of the school
- Ability to articulate The Denver Waldorf School's vision for the future
- Ability to monitor and address all matters of school climate and culture
- A working relationship with Anthroposophy

Personal Qualities:

- Personal empathy and alignment with the mission of The Denver Waldorf School
- Decisiveness tempered with patience, diplomacy and compassion
- Personable, with a healthy and respectful sense of humor

We offer a competitive compensation package, including health benefits, 401k retirement plans and tuition remission. The base salary is negotiable, commensurate with the experience of the candidate.

Interested candidates are encouraged to submit a cover letter, salary requirements and resume to Dan Opyd (dopyd@datanet.com), Chair of the Search Committee and active parent volunteer. Please add the text "DWS" to the subject line of your submission so we can recognize it more easily. Each applicant's resume will be thoroughly and thoughtfully reviewed by the Search Committee, with candidates vetted confidentially and respectfully by the Search Committee and others in our community.