

DIRECTOR OF ADMINISTRATION

THE WALDORF SCHOOL OF SAN DIEGO

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OVERVIEW

The Waldorf School of San Diego (WSSD) offers Pre-K through 12th grade Waldorf education across two campuses in the heart of an innovative city and beautiful landscape. Founded in 1981, WSSD has been serving San Diego and the greater community for over 40 years. We have families coming from as far as Oceanside to the north, Tijuana to the south, and the rural community of Alpine to the east.

Our campus provides a serene and natural environment conducive to learning and exploration. The 4-acre grade school campus is located in a hillside neighborhood within the urban setting of City Heights. From the lushness of our schoolyard, students can see Mexico and the Pacific Ocean to the southwest and a panorama of mountains to the east. The school facilities include three major buildings, playing fields, and a beautiful garden classroom. We have a large auditorium where we hold eurythmy, musical, and theater performances and other assemblies throughout the year.

At WSSD, our educational approach acknowledges the fundamental idea that children exhibit distinct learning patterns at different developmental stages. We instruct in manners that resonate deeply with the evolving needs of the growing individual, and the curriculum nurtures the innate capabilities of our students. The foundation and focus of our work is the development of the whole human being. This is guided by our understanding of human development as elaborated by Rudolf Steiner. The pace, priorities, and practices of our full curriculum, Early Childhood through High School, grow out of this foundation.

Within vibrant and dynamic classrooms, students at WSSD engage with conventional academic subjects through unique and proven teaching methodologies that cater to their cognitive, physical, emotional, and spiritual growth. By involving the head, hands, and heart, an intrinsic passion for learning is cultivated. Each student actively participates in all areas of study. Our high school students graduate with a high level of moral maturity and self-esteem, a balanced perspective on life, and a deep interest in serving and bettering the world around them.



OUR MISSION AND GOALS

To awaken each student's capacity for love of learning, for independent thinking, and for heartfelt service to the world:

We strive to provide a beautiful, cohesive campus that radiates learning, working, and playing.

We strive to attract a full and diverse enrollment of students supported by abundant resources.

We strive to create a community of students, parents, and teachers committed to the principles of social inclusiveness and environmental stewardship.

STRENGTHS OF WSSD

- WSSD is blessed with a warm and welcoming team of experienced and dedicated teachers and administrative staff.
- We have a joyful and energetic student body full of curiosity, laughter, and imagination.
- We have a thoughtful and supportive community of parents who

serve the school with their talents, time, and resources.

- We have a wise and engaged Board of Trustees who actively supports the school in short and long term planning and sustainability.

- We have a campus and facilities well suited for Waldorf's experiential approach to learning with buildings and classrooms woven between serene outdoor spaces.

- Together we share a deep commitment to the education of our children.

Challenges and Opportunities

Along with the lasting impacts of isolation and financial strains of COVID, WSSD has recently experienced the stepping down and retirement of several long term leaders at the school. This has created the opportunity for a conscious re-enlivening of our community and recommitment to our values.



DIRECTOR OF ADMINISTRATION

Reporting to the Board of Trustees, the Director of Administration is responsible for management and oversight of the School's daily operations and related staff resources. Working closely with all leadership groups, the Director of Administration provides visionary leadership in achieving the School's mission, ensuring that administrative and operational efforts are in alignment with Waldorf education principles. Through oversight of the long-term strategic work of the School, the Director of Administration links the School's strategic plan with fiscal and operational realities to ensure sustainable institutional growth and development while minimizing risk. Active engagement with the School community, the surrounding community, local and state government agencies, and the larger Waldorf movement is required in fostering the School's growth and success. The Director of Administration works within a governance structure that includes the Board of Trustees, the Pedagogical Group, the Director of Pedagogy, and active and engaged faculty and parent leadership. The desired start date for this employee is summer 2024.



WHAT YOU WILL DO:

- Administer day-to-day operations of the School, including exercising fiscal, budgetary, and legal authority, as well as managing risk and School resources in collaboration with designated School leadership groups.
- Lead and supervise the School's administrative and operations staff related to Budget and Finance, Enrollment, Marketing, Outreach and Communications, Human Resources, Development and Alumni Relations, Facilities, Information Technology, Support Services and Auxiliary Programs. This includes annual performance reviews as well as managing all aspects of staff hiring and dismissals.
- Support and guide the long-term strategic goals of the School, working with the Board of Trustees (in legal and financial realms) and the College of Teachers (in the pedagogical realm).
- Guide all activities related to the implementing of the School's plans for future growth, including the development and execution of specific capital projects, as well as the cultivation, solicitation and stewardship of fundraising activities.
- Provide leadership, through collaboration with the Board of Trustees, the Pedagogical Group, and the Director of Pedagogy to develop and implement administrative and operational policies, procedures and best practices, including accreditation processes, emergency preparedness, department/class budgets, management of facilities, creation and execution of contracts, legal guidance, human resources, coordination of campus events and festivals, and relationships to vendors.
- Leverage technology to boost efficiency for Faculty and Staff by streamlining systems and processes.

What you've done:

- Held a role in educational leadership or a related field.
- 5+ years of progressive experience building, developing, and managing a wide array of administrative and operational aspects of an organization including Finance and Human Resources.
- Earned a Bachelor's degree from an accredited institution.
- Built and developed diverse stakeholder communities.

And preferably experience with:

- Waldorf Education and/or Anthroposophy;
- Equity, Diversity & Inclusion and Social inclusion/Health;
- Classroom teaching;
- Working with Boards in a non profit setting;
- Retaining high-quality teachers and staff;
- Development or fundraising.



Who you are:

- **An Inspiring Relational Leader** who can set a vision for the future, build community, adapt to changing needs, and positively represent the school.
- **An Operator** with strong organizational skills, business acumen, and problem-solving abilities.
- **A Collaborator** who excels at building relationships to promote a culture of teamwork and mutual support.
- **An Effective Communicator** who can translate complex information to drive informed and consensus-based decisions.
- **A Heart-Centered and Spiritually-Oriented Individual** who is committed to the mission and values of the school.

How to Apply

To apply, please submit the following documents to the Board of Trustees Secretary, Rozzi Hafner (rrhafner@gmail.com):

1. A brief cover letter highlighting your qualifications and interest in this position;
2. A statement of educational philosophy including familiarity with Waldorf education;
3. Your updated resume or curriculum vitae;
4. Contact information for at least three professional references (references will not be contacted without the candidate's permission); and
5. Any additional materials you believe would support your application.

Equal Employment Opportunity

WSSD provides equal employment opportunities to all employees and applicants for employment regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Benefits:

- Competitive salary commensurate with experience.
- Health insurance benefits.
- Professional development opportunities.
- A supportive and collaborative work environment.
- Free tuition for dependents.
- The opportunity to make a meaningful impact on students' lives and the community.

Resources:

Leadership Organization
AWSNA Principles for Waldorf Schools
<https://waldorfsandiego.org/>

The Waldorf School of San Diego (WSSD) is a nonprofit 501c(3) organization, and it is a Full Member of The Association of Waldorf Schools of North America (AWSNA). It is also a member of the Western Association of Schools and Colleges (WASC) and the National Association of Independent Schools (NAIS). Our early childhood program is accredited by Waldorf Early Childhood Association of North America (WECAN).

