

JOB DESCRIPTION

School Director

Summary of Position

The School Director provides collaborative leadership and service to Ashwood Waldorf School, on behalf of the Board of Trustees, Faculty, School staff, parent body, and students. The School Director works to develop and facilitate the execution of policies and procedures of the school in concert with the Board of Trustees and the Faculty and provides guidance, support, and stewardship over all administrative matters. The School Director is hired and evaluated by the Board of Trustees, with the participation and input of the leadership of the faculty.

Major Duties and Responsibilities

Serves as the primary spokesperson for the school

Builds and facilitates consensus based decision-making in the faculty and board

Acts on behalf of the school to implement Ashwood's educational mission and to implement the policies, procedures, and decisions of the Board.

Provides direct support, encouragement, and communication to the Ashwood community to harmoniously integrate all groups and promote a cohesive partnership for the longevity of the school.

Is responsible for overseeing all administrative policies, procedures, and programs.

Is responsible for all financial operations of the school, including budgets, and short and long-term financial planning

Is responsible for proactive and positive communication among the parents, teacher groups and board committees concerning all matters of the school.

Plays an active role in conflict resolution and coordination among the parent body and faculty with the goal of obtaining positive results, and communicating fully with board or faculty those issues that require board or faculty intervention.

Leads all fundraising campaigns and donor giving and development at the school.

Major areas of responsibility:

Finance

Human Resources

Compliance

School Safety and Physical Plant

Strategic Planning and Accreditation

Parent and Community Relationships

Enrollment and Admissions Oversight

Accreditation and ongoing relationships with national and community-based organizations

Development

Finance

Budget:

- Develops the school's annual operating budget for review by the finance committee and approval by the board.
- Responsible for management of the school's resources through on-going analysis of Balance Sheet, Profit/Loss, and Cash flow

Tuition Assistance: Oversees the delegation of the school's tuition assistance program.

Development:

- Works with the Board Development Committee to develop annual goals and objectives for development activities.
- Leads all fundraising and donor giving programs.

Human Resources

Is responsible and accountable for:

- Performance of the administrative staff, including but not limited to school records and safety and disaster standards. (*Other than Faculty Chair who falls under the evaluation practices of the Faculty*)
- Recruitment, hiring, orientation, training and supervision and dismissal of administrative staff.
- Providing tools for faculty and staff to perform their required tasks.
- Provides employment agreements for faculty and staff..

Compliance and Safety

Oversees legal aspects of school management, including compliance with all governmental regulatory, licensing, and legal standards, and review of situations that may engender liability.

- Ensures compliance with DEP, DHS, and other agencies as needed.
- Ensures that the school complies with all governmental standards.
- Oversees the selection and implementation of insurance policies, tuition payment plans, etc.

Physical Plant and School Environment

- Oversees day to day physical plant operations

Accreditation and Strategic Planning

- Provides management of efforts required to meet long and short-term goals of school's strategic plan.
- Ensures that the school's accreditation with the NEASC and AWSNA are maintained, in collaboration with pedagogical director

Parent and Community Relationships

- Actively maintains positive relationships and listens to parents' needs
- Attends Parent Community Council meetings
- Attends monthly meeting with Board President and PCC President
- Oversees the school's external and internal communications.
- Represents the school in professional relations with the area public schools, the independent school community, and the Waldorf school community.
- Develops and maintains good relationships with area businesses and schools.
- Acts as designated administrative representative with NEASC, ISSAM, and other professional organizations.
- Ensures Ashwood's good-standing with AWSNA

Enrollment/Outreach

- Participates in outreach activities of the school as needed
- Sets enrollment objectives for the school each year
- Tours of the Grades?
- Meetings with inquiries?

Committee Leadership and Membership

Member of the Board of Trustees
Member of the Board Finance Committee
Member of the Full Faculty
Member of the Leadership Council
Chairperson of the Administrative Committee

JOB DESCRIPTION

Faculty Chair/Part-time

Summary of Position

The Faculty Chair provides collaborative leadership and service to Ashwood Waldorf School on behalf of the Board of Trustees, Faculty, administrative staff, parent body, and students. The Faculty Chair works to develop and facilitate the execution of the pedagogical policies and procedures of the school in concert with the School Director and the Faculty, and provides guidance, support, and stewardship over all pedagogical matters. The Faculty hires the Faculty Chair with input from the leadership of the Board. Responsibility for evaluation lies with the Faculty, with input from Board of Trustees.

Major Duties and Responsibilities:

Pedagogical Leadership: The Faculty Chair serves as Faculty and Leadership Council Chairperson

Serves as a spokesperson for the Faculty

Acts on behalf of the school to implement its educational mission and the policies and decisions of the Faculty. This includes:

- Executing decisions of the faculty pertaining to the screening, hiring, and dismissal of *teaching* personnel
- *Pedagogical* policy and procedure development and implementation.

In concert with the School Director, plays an active role in conflict resolution and coordination among the parent body and faculty with the goal of obtaining positive results, and communicating fully with board or faculty those issues that require board or faculty intervention.

Major Areas of Responsibility:

Program and Student well being

Faculty mentorship, Evaluation, and Professional Development

Curriculum Development

AWSNA relationships

Program

- Provides management of efforts required to meet long and short-term *pedagogical* goals of school's strategic plan.
- Leads faculty in developing and staffing new and already existing programs
- Leads Faculty in the updating and refining articulated curriculum and skills goals
- Creates Class Schedule each year
- Ensures that block and year-end reports are completed, proof read, and sent to parents according to requirements and timelines

Discipline

- Acts in concert with the school director, faculty and staff to ensure appropriate and consistent application of the school's discipline policy.
- Ensures adequate documentation of difficult and/or persistent discipline situations.

Faculty Mentorship, Evaluation, and Professional Development:

Is accountable for ensuring on-going faculty evaluation and professional development including:

Mentorship
Peer reviews
Self-Evaluation
Statement of Professional Goals
Outside evaluation
Professional development
Conferences at Ashwood

Parent and Community Relationships

- Actively maintains positive relationships and listens to parents' needs

AWNSA Relationships:

- In concert with school director, ensures that Ashwood has an AWSNA delegate.
- Along with Delegate, responsible for communication with AWSNA

Committee Leadership and Membership

Chairperson of the Full Faculty
Chairperson of the Leadership Council
Member of the Grade School
Member of Early Childhood
Member of ECAC
Member of the Administration
Trustee, of the Board of Trustees

