

# Waldorf School | Orange County

## Administrative Director



"Our highest endeavor must be to develop free human beings, who are able, of themselves, to impart purpose and direction to their lives."

Rudolf Steiner  
Founder of Waldorf Education



Go, Wildcats!

# Waldorf Education

Waldorf Education is based on educator and philosopher Rudolf Steiner's (1861-1925) research on child development. The Waldorf approach recognizes the simple but profound insight that children learn in distinctly different ways at different stages of their development. Waldorf teachers are dedicated to teaching in ways that profoundly meet the needs of the developing human being, and the curriculum fosters an unfolding of the student's natural capacities. In classrooms filled with light and life, Waldorf students learn traditional academic subjects through distinctive and time-tested teaching methods that serve their intellectual, physical, emotional, and spiritual development. Engaging the hands, heart, and mind cultivates an inner enthusiasm for learning.

Waldorf Education speaks to the body, heart, and soul, as well as the mind. The academically challenging curriculum is balanced by a program rich in music, drama, fine and applied arts, movement and practical skills. Grounded in the classics, academic courses expose students to the great ideas of mankind, the events that shaped civilizations, the beauty of mathematics, the power of the arts, and the wonder of the natural world. Every student participates in all subjects. The scientist experiences the joy of creating music. The musician explores the physical and natural laws of the sciences. The artist discovers the practical aspects of calculus. Rather than turning out specialists at the age of eighteen, the school graduates well-rounded and capable students who are confident in their ability to learn from the world, and to contribute to the world.

## WSOC Community

Part of a worldwide educational movement that began 100 years ago, Waldorf School Orange County has been helping families raise well-balanced and multifaceted young people since its founding in 1988. With classes from Parent-Child through Grade 12, our school enrolls 350 students representing a diversity of our local community. Located in Costa Mesa, California, our school borders Talbert Nature Preserve and honors the native people of this land, the Acjachemen Nation. Located three miles from the beach, our school is surrounded by open space and hiking trails on the Fairview Park bluffs. Our faculty and staff of over 70 employees are committed to fostering the school's mission and are active participants in supporting its vision for the future.

### Our Mission

WSOC offers a curriculum that meets the students' age-related capacities and fosters in each student a genuine interest in the world, an intellectual curiosity, a connection to the human spirit, and a sense of purpose in life.

"Being personally acquainted with a number of Waldorf students, I can say that they come closer to realizing their own potential than practically anyone I know."

Joseph Weizenbaum, Professor Emeritus,  
Massachusetts Institute of Technology



# The Job Opportunity

**In collaboration with WSOC leadership groups, the Administrative Director facilitates the administrative and operational efforts in support of the larger institutional goals, including, but not limited to:**

- Administering the day-to-day operations of the School (other than pedagogical matters).
- Leading and overseeing the School's administration in collaboration with operations staff.
- Managing risks, legal liabilities, and School resources in collaboration with designated School leadership groups.

## **Education and Experience:**

- A minimum of five years of administrative leadership experience in a not-for-profit setting preferred; related experience considered
- College BA or equivalent
- Familiar with Waldorf education and the principles on which it is based
- Waldorf administrator training and/or Waldorf teacher training a plus
- At least two years of supervisory experience
- Demonstrated experience managing organizational budgets
- Exceptional office and employee management skills
- Excellent organizational, written, and verbal communication skills
- Computer skills: Microsoft Word, Google Suite, Excel, and familiarity with QuickBooks
- Knowledge of regulations governing non-profits
- Understanding of school-related human resources and legal issues

## **Key Attributes for Success:**

- Works out of the principle of servant leadership.
- Ability to build and maintain strong relationships and bridges amongst the School's realms (Board, College and Administration).
- Ability to effectively represent the School in the parent and broader community.
- Familiarity with a consensus-based decision-making process.
- Uphold confidentiality with professionalism, discretion, and tact.
- Communicate effectively both verbally and in writing.
- Organize and coordinate workload and flow.
- Comply with school policies and follow procedures.
- Manage time effectively and exhibit strong problem-solving skills.
- Enthusiasm for taking on additional school duties.

## **Essential Functions**

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while, in other cases, related duties may also be assigned.

### **A. School Security and Safety**

1. Responsible for security procedures to protect students, employees, and the physical structures.
2. Develops and executes a disaster and emergency preparedness plan as required by law. Follows appropriate city and state laws (e.g. fire alarm testing) and maintains appropriate documentation.
3. Chairs the WSOC Safety Committee and ensures regular meetings and updates.
4. Responsible for annually updating WSOC's Emergency Policy and Procedure Manual and lead its communication and implementation.
5. Receives parent concerns regarding safety and liability issues and redirects all other concerns to the appropriate person and/or group.
6. Oversees and collaborates with the Operations Coordinator and Lower School Administrative Assistant in all emergent situations (e.g. power outages, internet outages).

## **B. Operations**

The Administrative Director fulfills their role in a positive, collaborative manner consistent with the principles of Waldorf education and servant leadership; oversees the long-term, strategic work of the School; uses the budget as a tool to achieve School goals; and facilitates communication between the Board, College, faculty, staff, parents, and the wider community.

**Team Responsibilities:** On a rotating basis and in collaboration with the Board Chair and College Chair, the Administrative Director may participate in the School Leadership Team, meeting as needed to coordinate communication and decision flow between the Faculty, Board, and Administrative bodies in the school.

### **Operational Responsibilities:**

1. Direct reports include lower school Administrative Assistant and Operations Coordinator.
2. Coordinates Administrative Staff and Directors meetings.
3. Responsible for providing recommendations to Human Resource Mandate Group ("HRMG") regarding administrative staffing changes to increase operational effectiveness.
4. Oversees contracts needed for school operations such as janitorial services, copiers, phone service, exterminators, portable buildings, etc.
5. Responsible for facilities and overseeing Operations Coordinator.
6. Conducts regular walk-throughs of the entire school site.
7. Responsible for ensuring compliance with all applicable local, state and federal laws and terms and conditions of the property lease (lessor and lessee responsibilities) and communicating the challenges and opportunities that arise from compliance to the Board and College.
8. Manages relations and reservations with the neighboring community including, but not limited to: Newport Mesa School District, Estancia, the City of Costa Mesa, and OC Parks, and Parson's Field and local law enforcement agencies.
9. Maintains the school's IT infrastructure and recommends improvements and/or upgrades.
10. Supports the EC Title 22 Site Director in maintaining Title 22 good standing for an Early Child Care Center.
11. Oversees the *General and Administrative Budget* and *Facility Budget*.
12. Ensures that all *Parent Handbooks* are updated annually and posted on the school's website.
13. Attends and participates in school events.
14. Works with the Registrar to ensure accurate handling of student records, SEVIS and immunization reporting.
15. Oversees *Incident Reports* and follow-up with all of the parties involved in coordination with the HR Generalist.

### **C. AWSNA and WASC Accreditation**

1. Participates on the Accreditation Team and coordinates with College and Board to ensure AWSNA and WASC Accreditation is maintained.
2. Communicates with accrediting commissions.
3. Provides regular updates to relevant stakeholders regarding changes to and action items related to accreditation.
4. Oversees the implementation of the Schoolwide Action Plan

**Reporting Responsibilities:** Provide written activity/progress reports to the Board of Trustees and the College of Teachers.

## **Physical Demands**

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods. The employee must frequently reach with hands and arms. The employee occasionally is required to use hands to handle or feel items. In addition, s/he must be able to talk and hear, stand and walk; and bend/stoop/twist/squat/kneel. The employee will be required to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both outdoors and indoors. Occasionally, s/he will work near visual displays. The noise level in the work environment is moderately noisy with constant foot traffic near the workstation.

Working hours are Monday through Friday from 8:00 am to 4:30 pm, and evenings and weekends as needed/requested. This employee, as Exempt, will complete the tasks required not dependent upon these hourly limitations. Employee will work year-round with slightly reduced summer hours.

## **Employee Benefits**

The School's comprehensive benefits package includes health, life and disability insurance, along with a School-sponsored retirement account, and funds for professional development. Employees with children for whom they are a legal guardian are afforded tuition remission for these children registered at WSOC for the length of their employment. With a highly competitive salary range, based upon experience, our school is committed to supporting its faculty and staff.

## **Salary Range**

\$64,746 to \$84,570 based on experience and education

## **How to Apply**

To receive full consideration, candidates must submit a letter of interest, a current CV and a list of three references (to be contacted with permission). All materials will be kept confidential.

To apply, please send required documents to:

employment@waldorfschool.com

Waldorf School Orange County

2350 Canyon Drive, Costa Mesa, CA 92627

(949) 574-7775

## Our School Vision

WSOC has the vision of a world where the sanctity of childhood is protected; the unique gifts of every student are respected; and graduates courageously embrace the future as engaged global citizens.



## Waldorf School Orange County is an Equal Opportunity Employer

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*



**WALDORF SCHOOL**  
ORANGE COUNTY

Serving students from 18 months to 18 years  
2350 Canyon Drive, Costa Mesa, CA 92627  
949-574-7775

[www.waldorfschool.com](http://www.waldorfschool.com)