



# 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, the Human Resource Director will oversee all aspects of the employee lifecycle including recruitment, onboarding, performance management, compensation, benefits and employee relations, ensuring compliance with California and Federal employment laws and organizational culture.

## **Human Resources:**

- Develops and executes best practices for hiring and talent management.
- Ensures the hiring process for all open positions is moving forward in a timely manner.
- Prepares offer letters with support from the Business Manager, as directed by the Board of Trustees and/or College of Teachers.
- Initiates, oversees and completes the school's onboarding process.
- Organizes exit interviews and ensures documentation is completed and filed.
- Ensures there are completed and updated job descriptions for each position with support from the position supervisors.
- Processes paperwork for separating employees: final pay, discontinuing benefits, updating HSA/FSA records, COBRA notification, and COBRA coverage election.
- Maintains all personnel records and files according to all applicable California and Federal laws and regulations.
- Reviews, modifies, and implements all human resource policies and practices to maintain compliance with California and Federal laws and regulations.
- Ensures annual employee and supervisory training are organized and completed.
- Collaborates with the Administrative Director regarding student accident reports and communicates with the insurance company and employee or parent regarding same.
- Responds to and administers unemployment claims.
- Administers all types of protected leave (e.g., FMLA, CFRA, and other CA Leave) with appropriate paperwork, certifications, and tracking.
- Assists with Workers Compensation claim files and related documentation and procedures--including following up on employee status, scheduling staff meetings, and maintaining reports.
- Tracks performance review schedules and documentation to ensure timely follow-up and completion by the supervisor.
- Assists in special projects as assigned by the Board of Trustees or College of Teachers.
- Acts as point person to address and assist with resolution of issues between employees and ensure proper documentation, in collaboration with College of Teachers and Board of Trustees.
- Serves on the Human Resources Mandate Group (HRMG).

**Benefits Administration:**

- Communicates the benefits packages such as retirement plans; medical, dental, vision plans; Flexible Spending /Health Savings Accounts and payments; life insurance plans; temporary disability programs; and wellness programs.
- Enrolls new employees into benefits packages by issuing forms and applications, verifying completion.
- Assists with the communication of benefit plans and/or changes to existing plans by preparing announcement materials and providing plan summary documents to employees.
- Assists with the annual open enrollment period with brokers and carriers on site to answer questions.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration or related field
- HR Certification preferred
- Knowledge of Excel, Word, Paycor (or any other 3rd party payroll provider a plus)
- Proficient in use of Microsoft Word, Excel and Google Suite
- Prior experience in human resources administrative functions

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to adapt to the needs of the organization and employees.
- Knowledge of employment-related laws and regulations.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

## **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)