

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 60 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 Administrator Opportunity

Reporting to the Board of Trustees, the School Administrator is responsible for management and oversight of the School's daily operations and related staff resources. Working closely with all leadership groups, the Administrator provides a framework for achieving the School's mission, ensuring that administrative and operational efforts support the larger institutional goals. Through oversight of the long-term strategic work of the School, the Administrator 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 School Administrator works within a governance structure which includes the Board of Trustees, the College of Teachers, and active and engaged faculty and parent leadership. The desired start date for this employee is **July 1, 2021**.

Essential Duties & Responsibilities

The School Administrator, working in a collaborative system of governance, is responsible for the following:

- 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 Capital Campaign major donors.
- Provide leadership, through collaboration with the College of Teachers and Board of Trustees to develop and implement administrative and operational policies, procedures and best practices, including 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.
- Serve as primary liaison to the School's Board of Trustees, keeping the Board Chair and Vice Chair informed of substantive issues, while organizing and guiding the work of the full Board and its Committees.
- Participate in the School's leadership groups including the Leadership Circle and Board of Trustees
- Manage the School's accreditation process, taking the lead in tracking Associated Waldorf Schools of North America (AWSNA) and Western Association of Schools and Colleges (WASC) Accreditation requirements: communication with accrediting commissions, reporting (substantive changes and mid-cycle), planning and implementing internal work on the School-wide Action Plan.
- Work as the public advocate to actively ensure that the interests of WSOC are represented and promoted at all levels from local to national agencies.

Candidate Information

Core Competencies

Leadership - Brings expertise and applies demonstrated leadership skills to oversee the long-term, strategic work of the School; exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback; gives appropriate recognitions to others. Facilitates communication between the Board, College, faculty, staff, parents, and the wider community via the "Leadership Circle" (Board Chair, College Chair and School Administrator).

Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; adapts strategy to changing conditions and needs.

Problem Solving - Understands and implements sustainable decision making processes; resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Supervising People - Inspires and motivates with positive, clear messaging; Includes appropriate staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; available to staff; provides regular performance feedback; develops staff skills and encourages growth; solicits and applies feedback; fosters quality focus in others; continually works to improve management skills of self and others.

Ability To:

- Maintain confidentiality with discretion and tact
- Communicate effectively both verbally and in writing
- Promote and maintain effective working relationships with individuals and groups
- Organize and coordinate workload and flow
- Comply with school policies and follow procedures
- Manage time effectively and exhibit strong problem solving skills
- Willing to take on additional school duties as assigned
- Stay current with emerging and leading-edge school trends and translate what's happening in the world of education and present sound, but bold ideas about how to strengthen WSOC.

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 skills, and excellent written and verbal communication skills
- Computer skills: Microsoft Word, Google Suite, Excel, and familiarity with QuickBooks
- Knowledge of regulations governing non-profits and understanding of school-related human resources and legal issues

Physical Demands

Normal office environment.

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.

Working hours are Monday through Friday with evenings and weekends as needed/requested. Employee will work year-round with reduced summer hours.

Diversity, Equity and Inclusion

The Waldorf School of Orange County promotes respect for all students, employees and applicants, and prohibits discrimination based on race, color, ethnic or national origin, religion, creed, sex, gender, gender identity or expression, sexual orientation, age, disability, predisposing genetic characteristics, pregnancy, familial or marital status, military status, or any other category which is protected by applicable federal, state or local law.

Employee Benefits

The School's comprehensive benefits package includes health, life and disability insurance, along with a School-funded 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.

How to Apply

To receive full consideration, candidates must submit a letter of interest, a current CV and a list of five references (to be contacted with permission). All materials will be kept confidential. The Search Committee will consider reviewing additional applications until an appointment is made.

To apply, please send required documents to:
Employee Search Committee
employment@waldorfschool.com
Waldorf School of 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 of 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.*



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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