

Administrative Director Job Description Maple Village Waldorf School (MVWS)

The Administrative Director (AD) is responsible for planning, organizing and supervising operations activities that support the healthy day to day functioning of the Maple Village Waldorf School.

The Administrative Director provides support for the teachers, administrative staff members, parent body by providing operational effectiveness in a manner that supports the school's mission. The AD works in partnership with the Dean of Education and the Board of Trustees through the Board President

Reporting and Accountability Relationship:

The Administrative Director reports directly to the Board Chair and is accountable to the Board of Trustees. The AD is a partner to and works collaborative with the Dean of Education and there is a co-reporting relationship. The AD coordinates all work of the Administrative Office ensuring healthy communication between the Administrative Staff members, the Faculty and the Board. The AD will be reviewed by the Board of Trustees February 1 of each academic year.

Salary and benefits: Full-time, Exempt employee

Representative Duties and Responsibilities

Administrative/pedagogical support/Development

1. Prepares or supervises the preparation of draft policies and coordinates approval with relevant groups. Maintains policies in a master policy manual. Reviews policies periodically to ensure that they stay current. Recommends the establishment of new policies.
2. Maintains institutional history, i.e. minutes and agendas of relevant groups and committees.
3. Coordinates work and responsibilities of administrative staff, including, finance, buildings and grounds, admissions, development.
4. Conducts Administrative Staff evaluations on a regular schedule.
5. Establishes and maintains relationships with various stakeholders and organizations throughout the country (internal and external) and uses those relationships to strategically enhance Maple Village's mission.

Building and Asset Management

1. Supervises building maintenance and management including communication.
2. Ensures that fixed assets, including tools, scientific equipment for classrooms, office equipment, etc. are maintained and replaced as needed.
3. Ensures the inventory management processes for classroom and building maintenance functions.

4. Ensures that office machinery and office furniture are maintained and replaced as needed

Financial and Legal

1. Prepares and manages the school budget.
2. Advises Finance Committee, Faculty, BOT on a regular basis on budgets, unusual expenditures, accounts receivables and issues or events likely to have financial impact on the school.
3. Ensures that financial collections are managed effectively.
4. Ensures that all policies concerning finance, ie. Human resource issues, student insurance, school liability insurance are managed and developed as needed.
5. Acts as a liaison with the School's attorney on all matters requiring legal support.
6. Acts as the school's representative to licensing authorities, fire and building and other city and state agencies.
7. Ensures that management of personnel files and employment contracts are adequate.

Strategic Planning

1. Provide leadership support and initiative to the strategic planning process at the school.
2. Ensure that the plan is adhered to after Board approval.

Group Membership: Board of Trustees (ex-officio), Partnership with Dean of Education, Finance Committee, Full Faculty, Administrative Staff,

Group Relationships: Parent Village, and relevant committees

Expected Qualifications: Familiarity and interest in the principles and foundations of the Waldorf school . The Administrative Director must carry the vision of the Maple Village Waldorf school and be able to support all activities within the life of the School. The Administrative Director must have skill in the written word and verbal communication, computer skills, strong planning organizations skills, self-motivation and interpersonal skills, the ability to delegate, as well as the ability to maintain the confidence of the Dean of Education, Faculty, Administrative Staff, the Board of Trustees and the parent body. Collaboration, critical thinking, thoroughness, warmth and stewardship are also qualities that are essential in the Administrative Director.

MVWS is committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their authentic brilliance to move the MVWS mission forward. MVWS is an equal opportunity, affirmative action employer. Folx who are queer, trans, non-binary, Black, Indigenous, people of color, parents, women, people with disabilities, immigrants, and anyone who has experienced systemic oppression and/or gender-based violence are encouraged to apply. We are committed to addressing issues of racism and inequity internally and externally.

To learn more about our school, please visit our website, Facebook, and Instagram pages at:

<https://www.maplevillagewaldorf.org/>

<https://www.facebook.com/maplevillageschool/>

<https://www.instagram.com/maplevillagewaldorfschool/>