



## **Pedagogical Administrator for White Mountain Waldorf School**



### **HISTORY OF THE SCHOOL**

In the winter of 1984, a small group of parents and friends in the Mount Washington Valley recognized that a meaningful education is dedicated to awakening the faculties that lie dormant within each child.

One member of this original group of parents, Dr. Michael Glick of Ossipee, was familiar with the Waldorf School Movement which was initiated by Rudolph Steiner in 1919 and is based on the conviction that a truly holistic pedagogy should encompass the education of the heart, hands, and mind.

Dr. Glick arranged to have several trained and experienced Waldorf teachers travel to the Conway area. Over a period of many months these educators gave talks and workshops about Waldorf Education. Naturally, the question of how to start a Waldorf School came, and the dedicated group of parents and families were inspired to begin the White Mountain Waldorf School.

Within a year, an Early Childhood Program serving 15 children had been developed. Through an energetic spirit and an abundance of love and enthusiasm, the school has grown to over 75 students.

Officially founded in 1984, the White Mountain Waldorf School is a nonprofit school, located on a 75-acre campus in Albany, NH offering programs from nursery through Kindergarten, elementary, and middle school through grade 8.

Creativity and a desire for learning through an education that balances academic, artistic and practical life skills are instilled and prioritized. Teachers serve and develop each child's ability to think with clarity, feel with compassion and act with purpose and social responsibility.

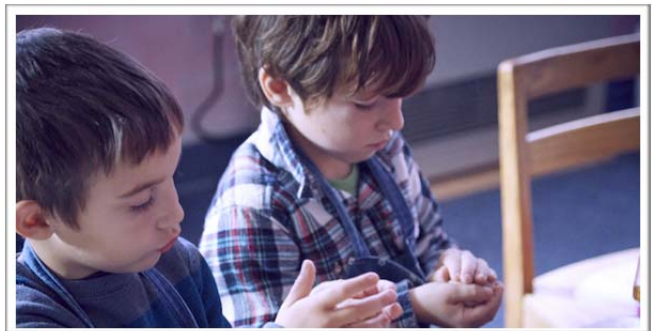


## MISSION

The White Mountain Waldorf School instills creativity and a desire for learning, cultivates social responsibility and personal integrity, and supports the home and greater community.

## SCHOOL STRENGTHS AND CHALLENGES

As with any dynamic and evolving institution, White Mountain Waldorf School enjoys strengths and confronts challenges. The school's faculty is extraordinary and employee retention is high. The academic and extracurricular programs are well developed and strong. Students rise from our Grade 8 and succeed in the most rigorous programs at public and independent high schools across our region and beyond. The school's efforts will benefit from increased funding, targeted communications, outreach and consistent messaging that effectively tells the powerful story of a modern Waldorf education in an often-chaotic society. The school has developed an educational program that receives positive reviews from the families it serves. But there is more to be done, especially at the early childhood levels. Funding for the program should be increased and resources expanded. A concerted and sustained effort in this realm will continue to be a priority.



## POSITION

The Pedagogical Administrator works out of the Anthroposophical impulse of Waldorf Education and the inner life of the teacher to represent, manifest and advocate the mission of the School. Working collegially and collaboratively, the Pedagogical Administrator guides all aspects of the educational programs of White Mountain Waldorf School, and ensures their sustainability and effective implementation.

Most aspects of this position are outlined below. This is a leadership position, and as such, duties and responsibilities outside the description below will present themselves. The WMWS Pedagogical Administrator possesses the resourceful, collaborative, solution-oriented mentality to rise to these occasions and act in the best interests of the WMWS, its students, faculty, parents, and other stakeholders.

### **Authority:**

- In collaboration with the Faculty and the Business Administrator, the Pedagogical Administrator fulfills and implements the policies, procedures, and pedagogical standards created by the Leadership Council.
- The Pedagogical Administrator has the authority to propose new or revised policies to the Leadership Council at his/her discretion, and to provide the Council various scenarios and possibilities for the Council to consider as it focuses on improving the programmatic future of the school.
- The Pedagogical Administrator monitors and supervises all teaching faculty.
- Following due process set by the Leadership Council, the Pedagogical Administrator has the authority to implement duly-reached decisions to hire and terminate all teaching faculty, adjunct faculty, and assistants.
- The Pedagogical Administrator collaborates actively with the Business Administrator to ensure reciprocal communication among the Leadership Council, Board of Trustees, faculty, and administrative staff. He or she also serves as a member of the Leadership Council and attends meetings of the Board of Trustees as requested by the board.
- The Pedagogical Administrator works with the Leadership Council to develop and maintain standards, process, and policy regarding the educational program.
- The Pedagogical Administrator serves as the chair of the Mentoring & Governance committee, and facilitates, supervises, and follows up on teacher evaluations.
- The Pedagogical Administrator files all necessary tax, legal, employment, and insurance licensing requirements on time.
- The Pedagogical Administrator is familiar with state and national tax requirements for non-profit status.
- The Pedagogical Administrator works closely with the Safety Committee and the Building Committee to implement safety policies and practices, including, but not limited to, fire drills, inspections, and safety employee training, and is in good communication with local officials (EMS services, police and fire department).

**The Pedagogical Administrator's responsibilities include but are not limited to the following:**

**FACULTY:**

- Teach one block or short track, once per year.
- Be a presence in the classroom and on the school property, and be a resource for students, parents, and teachers on an as-needed basis.
- Monitor and supervise all teaching faculty by following the procedures, standards, and policies set by the Leadership Council.
- Meet regularly and collaboratively with the Leadership Council.
- Serve on the Mentoring/Governance committee.
- Design and implement an effective teacher substitution system.
- Ensure human and physical resources are available and maintained for effective implementation of the educational program.
- Ensure that personnel records are maintained and updated, to assure accountability for all faculty members regarding their professional responsibilities.
- Ensure that all mid-year and year-end reports are written to school standards and by school deadlines.
- Ensure there is an adequate number of teachers in a supervisory position on campus at all times.
- Coordinate Yard Duty and Drop-off/Pick-up Duty.

**STUDENT AFFAIRS:**

- Receive Student Behavior Incident Reports and follow up as needed.
- With the faculty, handle student discipline issues.
- Work to resolve and mediate conflicts that arise among students, teachers, and parents.

**RECORDS MANAGEMENT:**

- Keep attendance and tardy records for students.
- Keep student records up to date and communicate lapses with parents.
- Update, distribute, and keep current student allergy list for teachers and office.
- Report student and staff absences daily to NH DHHS.
- Prepare and submit Annual Immunization Report to NH DHHS.
- Update family folders and mailboxes as they enter and leave school community.

**HUMAN RESOURCES:**

- Develop and implement effective practice for all Human Resources processes for staff and faculty. This could include outsourcing HR management to an independent contractor.
- Be responsible for the maintenance of all personnel files.
- Implement, coordinate, and review communication guidelines, grievance policy, agreements, and conflict resolution policies and procedures for the White Mountain Waldorf School.
- Create, then review and revise Faculty Handbook as needed on an annual basis.
- Orient new faculty members and assistants.

**SCHEDULING:**

- Ensure that the academic calendar and class schedules are set in advance as required.
- Work to ensure that all-school festivals and events are calendared, coordinated, and communicated in a manner that supports the orderly operation of the school.
- Coordinate all faculty-related events and educational-program scheduling.
- Coordinate visits to campus from educational professionals and student teachers.
- In conjunction with the Leadership Council, follow White Mountain Waldorf School recruiting and hiring protocols and procedures to fill faculty teaching positions. Facilitate interview visits.

**COMMUNICATIONS:**

- Serve with the Business Administrator as the face of the school.
- Work with the Business Administrator to ensure the consistency, accuracy, and quality of external and internal school communications.
- With the Business Administrator, work in a proactive manner with all constituencies of the school to promote a positive social environment.
- Be responsible for the annual update of the Parent Handbook.
- Meet regularly with the Board President to identify Board of Trustees' agenda items.

**ACCOUNTABILITY:**

- The Pedagogical Administrator is hired by and reports to the Board of Trustees.
- The Pedagogical Administrator is accountable to the Board of Trustees through the following actions:
  - Bringing agenda items to the Board of Trustees
  - Working collaboratively with the Board of Trustees
  - Implementing Board of Trustee policies and decisions
  - Reporting to the Board of Trustees

**REQUIRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to understand, accept, and integrate into daily practice the cultural values of this Waldorf School, including the teachings of Rudolf Steiner and Anthroposophical concepts.
- Ability to balance competing demands and satisfy the conflicting needs of multiple constituencies with tact, diplomacy, and humor.
- Exceptional oral, written, communication, and interpersonal skills.
- Ability to work effectively to resolve conflict and facilitate consensus.
- Ability to convert strategies into effective operational activities and achievements in a timely manner.
- Experience in mentoring, supervising, and managing people.
- Experience in working in Pedagogy, preferably in a Waldorf environment.
- Ability to work collaboratively with the Board, faculty, staff, students, and the general public.
- Demonstrated ability to set priorities and maintain accountability.
- Thorough familiarity with principles and practices of Human Resource Management.
- Five+ years of teaching experience at a Waldorf school preferred.
- Bachelor's Degree in Education required, Masters in Education or closely related field is preferred

TO APPLY: Please send a letter of application, three written references from people familiar with your work, and a short autobiography with your resume. Please email your information to [wmwsjobs@gmail.com](mailto:wmwsjobs@gmail.com), or mail to  
White Mountain Waldorf School, PO Box 1069, Conway, NH 03818.