



Administrator Position Description

ORGANIZATIONAL SUMMARY:

Prairie Hill Waldorf School, now entering its 25th year, serves 150 students and their parents from toddler to Grade 8. We are accredited as a full member of the Association of Waldorf Schools of North America. Our school offers a rich educational experience including an Early Childhood program with parent-child classes and kindergarten classes, Grades 1 through 8, foreign language, handwork, woodwork, instruments, chorus, gym and movement, and before/after school care programs.

Prairie Hill Waldorf School is located on 13 lovely acres of gardens, fields, wetlands, and woods in the heart of Waukesha County in an area known as "Lake Country", just west of Milwaukee, Wisconsin. There are numerous lakes within minutes of the school, such as Pewaukee Lake, Nagawicka Lake, and Okauchee Lake, along with great shopping, championship golf, fishing and some of the most beautiful state parks and trails nearby. The greater "Lake Country" area is home to a number of quaint small town communities including Pewaukee, Delafield and Hartland, which host festivals and events throughout the year. Our dedicated families come from many areas of southeastern Wisconsin, the broader region featuring several biodynamic farms, a LifeWays training center, the Great Lakes Waldorf Teacher Training program, and the Michael Fields Agricultural Institute.

POSITION SUMMARY:

Working within the school's Collaborative Mandate System, the Administrator develops and holds the health of relationships among all constituencies within the school – Faculty, Board, Parents, Administration, and Students. The Administrator is a principal representative of the school, works in partnership with the Academic Chair, works out of Anthroposophy and servant leadership, sets the tone for confidence and respect in the school, and keeps a "pulse" on the entire school community.

The Administrator is accountable for the overall financial and administrative well-being of the school and is responsible for overseeing the management of the school's finances, human resources, fund development, enrollment, marketing and public relations, physical plant and facilities management, and legal and regulatory compliance. Wherever possible, the Administrator will implement "best practices" to enhance the school's policies, procedures, and practices.

The Administrator works collaboratively with the Academic Chair to support the Faculty and serves as an integral member of the school's Leadership Council. The Administrator works closely with the Board of Trustees as an ex-officio member and the parent body to guide and implement the school's mission, philosophy, and values.

The Administrator supervises the other administrative staff, currently including Business Manager, Enrollment and PR Manager, Financial Services Manager, Program Services Manager, Resource Development Coordinator, Facilities Manager and Custodian.

The evaluation and recommendation for the hire/ fire, annual performance reviews, and compensation of the Administrator is made collaboratively by the Leadership Council and Executive Committee for Board approval.

POSITION ACCOUNTABILITIES:

To foster clarity and efficiency in the relationships of the various bodies of the school within themselves and among each other, effectively working within a consensus model within a mandate system. Works in collaboration with Faculty, Board, Parents, Administration, and Students.

To facilitate healthy avenues of communication in order to unify the varying perspectives of all constituencies and to align their varied efforts to realize the mission of the school, including verbal and written communication, All-School Meetings, and other focused events. Works in collaboration with Faculty, Board, Parents, Administration, and Students.

To maintain an approved budget and provide clear, accurate, and complete monthly financial updates to Board and Faculty. Works in collaboration with Treasurer, Finance Committee, Board, and Faculty on the oversight of financial policies and practices.

To increase overall enrollment and minimize attrition. Works in collaboration with Enrollment and PR Manager, Marketing Committee, Board, and Faculty on the oversight of enrollment policies and practices, and as team member, co-facilitates in classroom crisis management with Academic Chair.

To ensure consistent, regulatory compliant human resources practices. Works in collaboration with HR Committee, Board, and Faculty on the oversight of HR policies, procedures, and practices.

To maximize the overall effectiveness of the financial aid process. Works in collaboration with, Board, Finance Committee, Tuition Support Committee, and Enrollment and PR Manager on the oversight of financial aid policies and practices. With respect to individual families, works with strict confidentiality with those families.

To upgrade the aesthetics and safety of the school campus, including school building interior and exterior. Works in collaboration with Facilities Manager, Buildings and Grounds Committee, Board, and Faculty on the oversight of physical plant maintenance/use policies and practices.

To provide effective leadership for Administrative staff, including the allocation of administrative staff resources to projects/functions of the highest strategic value. Works primarily in collaboration with administrative staff to ensure accurate and timely record-keeping for all necessary reporting documents.

To support the development/fund raising strategies. Works in collaboration with Fund Development Committee, Marketing Committee, Finance Committee, Board, and Faculty on the growth of development policies and practices.

POSITION QUALIFICATIONS:

- Experience working within a consensus model and/or mandate system
- Demonstrated capacity to excel in leadership positions
- Strong interest in the Waldorf pedagogy
- Bachelor's (or higher) degree in related field
- Five years minimum professional experience
- Experience in supervisory / people-development roles
- Track record of successful relationship-building skills, including conflict resolution, and effective verbal and written communication skills with varied constituencies
- Experience in the financial budgeting process: creation, forecasting, management, and ability to anticipate discrepancies
- Experience of human resource policies, procedures, and practices
- Knowledge of regulatory, legal, and compliance issues for non-profit, educational organizations
- Working proficiency of MS Office, with emphasis on Excel spreadsheets used for budget analysis
- Familiarity with campus security and safety programs
- Future enrollment within three years of employment within a Waldorf Administrative Training program (unless currently holds this certificate)
- Candidate must pass criminal and credit background checks, along with educational and employment verification

PREFERRED QUALIFICATIONS:

- Completion of a Waldorf Administrative Training program
- Direct experience in Waldorf school administration and governance
- Master's degree in related field
- Experience with Waldorf pedagogy

LOCATION:

Prairie Hill Waldorf School, N14 W29143 Silvernail Rd, Pewaukee, Wisconsin 53072

BENEFITS AND SCHEDULE:

The Administrator position is full-time with regular weekly afternoon and evening meetings. We offer 85% tuition remission, childcare remission during working hours, health insurance, long-term disability, life insurance, and a competitive salary.

TO APPLY:

Interested candidates should submit a letter of application and resume listing background, training, experience, and three references. Please contact Lisa Bull, Chair of the Administrator Search Committee, at 941-320-7113 or lbull@lechner.net. For more information, please visit our website at www.prairiehillwaldorf.org.