



# Berkeley Rose Waldorf School

**Position:** School Director – Berkeley Rose Waldorf School

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## **OUR SCHOOL**

*An Urban School With Heart:* Berkeley Rose Waldorf School is a vibrant, metropolitan school, located in Berkeley, California, steps from the UC Berkeley campus and with access to the greater San Francisco Bay Area, Silicon Valley, and stunning nature in every direction. Our families and faculty are innovative and passionate about providing a holistic education for children.

Founded in 2009, our school serves approximately 150 students from Nursery programs through 8th Grade, along with parent-child classes and parent education events for the local community. Dedicated, compassionate, welcoming and downright fun are a few words to describe this inclusive Berkeley Rose family.

We actively welcome students, families, faculty, and staff of all races, ethnicities, countries of origin, cultural, religious, ideological and political affiliations, socio-economic backgrounds, gender identity, sexual orientation and any other articulation of human identity. We offer the gifts of Waldorf education to children growing up in a highly-technologized culture sorely in need of a developmentally appropriate education that centers on what it means to be a human into the future.

The school is dedicated to providing a loving education that honors and protects childhood. The Berkeley Rose faculty strive to model a lifelong love of learning and to support the individual journey of every child.

## **ABOUT THE ROLE**

This role is a full-time, onsite position. The School Director reports to the Board and is responsible for developing and maintaining critical organizational structures, systems and capacities to support sustainable growth and optimal functioning of the whole school.

The School Director embodies, manifests and advocates for the purpose and promise of the school. In providing strong and visible oversight of day-to-day



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operations and activities, the School Director cultivates a positive and collaborative working environment by building trust, managing relationships, and serving as a consensus-builder among all constituents.

## **Responsibilities of the School Director**

- Lead the administrative function/team of the school
  - Ensure execution of the policies of the school as set by the Board, reporting to the Board on school matters, and being accountable to the Board for effective, professional management of our school
  - Oversee the day-to-day financial operations of the school, contributing to the budget process and advising the Board in its primary duty of ensuring the school's financial stability
  - Oversee enrollment, records management, outreach programs, fund development, business office, IT department, and facilities
  - Ensure that the school is in compliance with all applicable governmental laws and regulations
  - Hold responsibility for all functions and matters related to Human Resources, in collaboration with the Board and Steering Committee
  - Oversee recruitment and hiring of staff, including all legally required onboarding and immunization documents
  - Oversee performance objectives and job reviews for staff and update job descriptions as needed
  - Responsible for supervision, discipline and termination, as necessary, for all employees of the school
  - Oversee supervision, evaluation, graduation, discipline and separation/expulsion of students
  - Responsible for the site, including landlord relations, overseeing the management of school facilities and grounds (e.g. construction projects, scheduling preventive maintenance, negotiating contracts and maintaining agreements)
  - Responsible for completion and distribution of reports, correspondence, and other documents necessary to facilitate the business of the school
  - Provide monthly and any necessary updates to the Board



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- Provide skillful and attuned leadership for the faculty, administration and community, establishing shared expectations and processes for decision-making, communication, and conflict resolution
- Drawing on familiarity with Waldorf Education, work with the faculty to integrate pedagogical wisdom based in anthroposophy with cutting-edge research about child development and education
- Work with the Board to develop a long-term strategic plan and make decisions that support the future growth, fiscal health, and effective functioning of the school
- Promote work culture practices that support a balanced workload and opportunities for self-care and inner development
- Participate in school functions, assemblies, and meetings, as well as supporting inreach and outreach efforts such as school tours, open houses, festivals and community talks (including evening and weekend events)
- Represent the school to constituents and outside organizations, including, but not limited to, AWSNA and WECAN, legal counsel, consultants, neighbors, parents, students, alumni, local community, faculty and staff
- Hold an overarching vision for the needs of the parent/family community, ensuring that appropriate communications and processes are undertaken to provide an exemplary level of responsiveness, transparency, and service as relates to the life of the school and the pedagogy
- Ensure adequate supervision of all students at all times, including supporting teachers and Faculty Chair in arranging substitute coverage as needed
- Collaborate with the Board to support capital campaigns and campus development/expansion

The Board, in its sole discretion, retains the right to revise the School Director's duties from time to time.



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## ABOUT YOU

The ideal candidate *leads by being*. You inspire through your dedication to serving the school community and are able to recognize and engage the strengths of others. You are open-minded, flexible and comfortable with change, as well as decisive, accountable and able to delegate effectively. And you do all this with a sense of humor!

## Capacities and Experience

- Exceptional leadership skills and the ability to work collaboratively with teachers, parents/families, and Board members
- Deep appreciation for the culture and values of the school, ideally including experience with Waldorf Education or another educational institution
- Leadership experience including familiarity with fund development initiatives
- Organizational skills including strong ability to prioritize and to discern community capacities
- Effective at developing and maintaining relationships
- Strong community-building skills and attunement to the needs of the community in the context of the school's mission
- A clear and empathetic communicator (verbal and written)
- A lifelong learner who fosters a culture of engagement, fulfillment and appreciative inquiry

## Personal Qualities

- Recognize the value of Waldorf Education and/or anthroposophy
- Committed to inner development
- Humility and authority
- Creative thinker
- Deep listener and direct speaker
- Transparency and integrity
- Bridge-builder who navigates through many perspectives
- Warmth, empathy and humor



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## Salary and Benefits

Annual salary range of \$90,000 to \$130,000 based on experience. Berkeley Rose Waldorf School offers a generous employee benefit program, including support for professional development, full tuition remission for enrolled children, medical and dental plans, personal time off, and sick leave. Relocation assistance will be considered.

- Full-time Salary Position (exempt)
- Year-round, Onsite Administrative Position
- Preferred Start Date: May or June 2023
- Interim Position a possibility

## NEXT STEPS

If you are interested in applying or learning more, email [directorsearch@berkeleyrose.org](mailto:directorsearch@berkeleyrose.org).

To apply, please include:

- Cover letter expressing your interest in the position
- Current resume
- List of three professional references with name, relationship, phone number, and email (references will not be contacted without your permission)

We look forward to hearing from you!

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*Berkeley Rose Waldorf School is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, color, religion, religious creed, ideology, political affiliation, sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), disability, familial status, sexual orientation, national or ethnic origin, ancestry, citizenship status, veteran status, age, genetic characteristic or genetic information, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, where employees are treated with respect and dignity.*