



since 1979

## HIGH SCHOOL ADMINISTRATIVE COORDINATOR Job Description

Waldorf Education is the fastest growing independent school movement in the world. This dynamic, 100-year-old approach to child development and education—based on the teachings of Rudolf Steiner—is continually reinventing itself to meet the needs of current students. Waldorf education inspires life-long learning in students and enables them to fully develop their unique capacities.

The San Francisco Waldorf School (SFWS) was founded in 1979 and serves more than 475 students across a parent-child program, a nursery program, kindergarten, and the first through twelfth grades. Our grade school campus (nursery through eighth grade) is in a quiet residential area of Pacific Heights. The high school campus is located across town in the West Portal neighborhood.

The San Francisco Waldorf School hires dedicated and highly capable faculty and staff; many are current or former parents of students in the school and all develop a deep connection to Waldorf education and our unique school in San Francisco. SFWS employees are a committed group of free, responsible adults who bring our best individual selves to our work. We invest in our learning and growth to best serve the needs of our students, our teachers, and each other.

### **Summary:**

The High School Administrative Coordinator position is a hands-on, organizationally demanding role charged with the responsibility of overseeing a variety of aspects of the administrative realm of the high school. This position encourages input and creativity and requires responsibility for a multitude of administrative tasks and projects. The skills needed are: excellent communication, organizational, and computer skills; attention to detail; facility dealing with the public and with adolescents; ability to work in a busy environment and work effectively with multiple tasks; experience with computer databases, desktop publishing, and web design and implementation are strongly preferred. The High School Administrative Coordinator works in partnership with the Registrar, the High School Chair, and the Administrative Director. The Director of Finance and Operations is the immediate supervisor of this position.

## **KEY RESPONSIBILITIES**

### **Events Coordination**

- Work with faculty and staff to provide appropriate support
- Work with parent committees to coordinate hospitality (refreshments, supplies, etc.)
- These events include but are not limited to:
  - Orientation Week
  - Back-to-School Night
  - Parent Evenings (throughout the year)
  - 9<sup>th</sup> Grade Parent Conferences
  - 10<sup>th</sup>-12<sup>th</sup> Grade Parent Conferences
  - Open Houses (with Admission Director)
  - Winter Concert
  - Holiday Lunch
  - Grandparents' Day
  - Founders Night
  - Walkathon
  - Graduation
  - Eurythmy Troupe Performances

### **Communication**

- Coordination and dissemination of all required communication to parents, faculty, and students
- Weekly Bulletin
- Serve as Front Office parent resource
- Attend weekly Faculty Meetings when possible
- Attend Steering Committee Meetings as needed
- Produce and distribute the Summer Mailing, which prepares students and parents for the coming school year and includes Block Rotations, Weekly Schedule, and admin forms
- Create student medical list for faculty
- Promote plays and eurythmy, create tickets etc.
- Produce and distribute (to parents and students) the Student Handbook in August
- Update admin areas of parent portal on the Website

### **Student Service Program**

Work with the HS Community Engagement committee to record student service information  
Work with the Registrar to report all student service on the students' evaluations

### **Master Calendar**

- Schedule all high school events and meetings on the high school's master calendar and coordinate dates with the grade school and admin calendars
- Distribute calendar information to faculty and parents

### **Facility Management**

- Work in association with the Facilities Coordinator to manage a variety of tasks:
- Community Liaison for Construction of Center
- Special janitorial needs
- Faculty requests for repairs
- Installations
- Cabinetry
- Equipment
- Room use – assist in scheduling room assignments for meetings/classes; coordinate with the master calendar
- Manage high school facility (470 West Portal) rentals

### **Safety Preparedness**

- Work with the Safety Preparedness Committee and student team to assess school's disaster preparedness, order needed supplies, and implement semi-annual disaster drill.
- Work with the Safety Preparedness Committee and the student team to implement fire earthquake and lockdown drills.
- Assess annually the need for intruder drills, determine the need to practice, and implement drills as deemed necessary
- Maintain accident report files

### **Campus Security**

- Oversee security systems in association with Facilities and IT Coordinators (RN Security, PAFA and Bay Alarm)
- Monitor and document security effectiveness and breaches with Facilities Coordinator
- Work with Facility Coordinator to evaluate and recommend security needs on an ongoing basis

### **IT Support**

- On-site IT support and management of OneClick
- On-site IT support when OneClick is not on site

### **Miscellaneous Administrative Work**

- Parking and Student Driving: Collecting parental permissions and enforcing policy
- Lockers, Student Ids
- Senior Checklist: tracking senior responsibilities as they graduate

- New Student Checklist – make sure freshmen and transfers are issued student IDs, handbooks, lockers, mailboxes, schedules in conjunction with the registrar
- Issue Work Permits
- Order and process all textbooks
- Manage door guard and alarm system access and keys for faculty and staff

### **Budget Oversight**

- Manage administrative high school budget including: office supplies, printing and reproduction, furnishings and equipment, postage, etc.

### **Committee/Mandate Work**

- Safety Preparedness
- Guidance
- All School Events

### **Distance Learning**

- Provide technical and administrative support to faculty, staff and students in the event high school must provide distance learning curriculum

### **Other**

- Manage cell phone policy
- Manage front desk staff

### **SKILLS REQUIRED:**

- Excellent communication
- Organizational and computer skills - specifically Blackbaud learning management system, Google Suite, Microsoft Office (Excel and Word proficiency strongly preferred)
- Attention to detail
- Ability to deal with the public and with adolescents
- Ability to work in a busy environment and work effectively with multiple tasks
- Experience with computer databases, desktop publishing, and web design and implementation are strongly preferred
- Proactive commitment to personal improvement and service to the SFWS mission, in particular, bringing energy and excitement to serving the students and faculty of our school
- Bachelor's degree

## **Benefits and Compensation**

This is a full-time, exempt position. Benefits include medical, dental, and life insurance, flexible spending plans, retirement plan (employer matching after one year), and tuition remission (after one year) for up to two eligible dependents enrolled in our N-12 program. Salaries are paid on a 12-month schedule.

## **Physical Requirements and Work Environment**

- Work intermittently in outside weather conditions, including heat and cold
- Regularly sitting or standing 4-8 hours

**FLSA Classification:** Staff; Exempt  
**Reports to:** Director of Finance and Operations  
**Date Revised:** January 2021

San Francisco Waldorf School is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We recognize that the range of ethnicities, nationalities, languages, socio-economic backgrounds, sexual orientation, learning differences, and life experiences within our community enhance the school's learning environment, and we are committed to fostering equity and inclusion. All minorities are encouraged to apply.

Please send resume and cover letter to [jobs@sfwaldorf.org](mailto:jobs@sfwaldorf.org)