



SERVING NURSERY THROUGH GRADE 12 FAMILIES SINCE 1979

## HIGH SCHOOL CHAIR

FULL-TIME, 1.0FTE, EXEMPT, STAFF | POSTED MARCH 2021

### Summary

Working closely with the College of Teachers, High School Steering Committee, and Administrative Director, the High School Chair is a senior school leader working with High School students, parents, faculty, and staff to address general activities to facilitate best outcomes. The HS Chair is the primary contact for parents and represents the high school in public, promoting the school's mission and fostering strong community relations. The HS Chair is a member of the College of Teachers and Administrative Council and reports to the High School Steering and the College of Teachers.

### Essential Duties

- Administrative leadership and parent/student/community relations
- Manages overall HS budget in collaboration with Administrative Director, Director of Finance, and individual HS budget managers
- Acts as public face of the high school, representing and promoting the best of Waldorf education and SFWHS's mission, to parents, students, and community members at open houses, tours, and other venues relevant to community outreach
- Leads, coordinates, and supports general and specific communication with parents and students
- Chairs High School Steering Committee where specific policies are created and/or reviewed
- Works closely with High School Guidance Committee, especially concerning anti-bias policy implementation, and all disciplinary procedures
- Proactively creates plans to improve student and parent life and experiences at SFWHS
- Listens and responds to individual parent concerns, helping to manage faculty and staff responses as appropriate and necessary
- Works with Parent Council to facilitate parent and student activities
- Supports and guides faculty class sponsorship programs through class meeting content, parent evenings, etc.
- Supervises HS Counselor, HS Educational Support Coordinator, Registrar, College Counselor, and other staff in coordinating student services.
- Coordinates/collaborates with Individualized Learning Committee (ILC)
- Actively participates in the enrollment process including tours, open houses, interviews, etc.
- Attends weekly HS faculty meetings.

- Maintains active participation in College of Teachers.
- Along with HS Counselor, provides guidance and support to address student issues
- Supports all general high school programs including 9th grade orientation, 7th grade visit, faculty retreats and training, etc.
- Commitment to lead and support High School focus on Diversity, Equity, Inclusion, and Belonging
- Proactive commitment to personal improvement and service to the SFWS mission bringing energy and excitement to serving the students and faculty of our school.

### Preferred Qualifications

- Significant experience in teaching and/or administration in a Waldorf school
- Knowledge of or willingness to engage in study of anthroposophy, the philosophical background of Waldorf education
- Tactful, effective, and comprehensive leadership skills, comfort and facility working in collaborative groups, with the ability to orchestrate timely and appropriate outcomes
- Strong communication skills, speaking and writing
- Strong facility with digital communication tools
- Understanding of and ability to manage school budgeting and personnel
- Understanding of and appreciation for collaborative leadership
- Minimum of undergraduate degree in compatible field; preference for advanced degree

### Benefits and Compensation

- Medical, dental, and life insurance; flex spending
- 403(b) Retirement Plan (employer contributions after one year of employment)
- Tuition remission (after one year of employment) for up to two eligible dependents enrolled in our N-12 program

SFWS is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, religion, 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. We are committed to fostering equity and inclusion.

Please send resume & letter of interest to [jobs@sfwaldorf.org](mailto:jobs@sfwaldorf.org).