

## **Stone Bridge School**

### **Job Posting Verbiage for Executive Director (Principal)**

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#### **A Unique Leadership Opportunity**

Stone Bridge School, located in the beautiful Napa Valley, is looking for a dynamic new Executive Director (Principal) to lead our public Waldorf K-8 charter school starting with our 2021-22 school year. Stone Bridge School's Executive Director is responsible for ensuring the success of our public Waldorf program while providing strategic leadership and operational oversight for the school as a whole as well as for its employees. The Executive Director's primary focus is on managing the needs of the business, including program administration, fiscal and legal management, and building strong relationships with all stakeholders within our school, the district, and the larger Napa community.

Some of the Executive Director's most essential job responsibilities include:

- delivering a successful public Waldorf program for families of the Napa Valley
- providing visionary leadership and guiding the direction of the school
- managing personnel and school operations
- delivering exceptional school-wide communication
- developing robust collaboration with key stakeholders
- working with external organizations and negotiating on the school's behalf
- ensuring compliance with state and federal charter school laws
- overseeing the successful completion of key state and district requirements
- providing ongoing financial oversight and planning
- leading crisis management efforts as needed
- serving as a strong advocate for the school's best interests

(A copy of the detailed job description may be found here: <http://stonebridgeschool.org/wp-content/uploads/2011/12/Job-Description-Executive-Director-2.pdf>)

At Stone Bridge School, the Executive Director reports directly to the Board of Trustees (also known as Charter Council), and serves as a key part of the school's overall governance structure (which includes the Administrative Team, Charter Council, Faculty Council, and Parent Council, all working together to support the needs of our students). Our current Executive Director works hand-in-hand with the school's Educational Program Director, whose position is primarily pedagogical and focuses on supporting our teachers, our students, and the development, delivery, and assessment of our rich curriculum. (While this Executive Director job opening lends itself towards applicants with a solid operational background, we also welcome individuals with a strong Waldorf pedagogical foundation to apply.)

Stone Bridge School is an equal opportunity employer, and is structured as an independent charter school authorized through Napa Valley Unified School District (NVUSD). This is a particularly exciting time to join Stone Bridge School because we will be moving to a new campus this Summer, meaning that our new Executive Director will be able to help shape and guide the direction our school takes in a whole new

environment. It is our hope that our new Executive Director will be available to do some hands-on training with our outgoing Executive Director in June, then officially take over the position starting on July 1, 2021.

### **Skills, Knowledge and/or Abilities Required**

- Solid knowledge of child development and Waldorf curriculum
- Ability to work collaboratively with all stakeholders
- Effective communication, public-speaking, and team-building skills
- Strong leadership, conflict resolution, interpersonal, and performance management skills
- Strategic decision-making and effective problem-solving skills
- Strong organizational, time-management, prioritization, and delegation skills
- Ability to serve as a strong advocate and ambassador for the school
- Solid understanding of state and federal charter school laws and charter school operations
- Strong knowledge of special education law and delivery of special education services

### **Education/Experience/Qualifications**

- 4-Year degree required (preference for advanced degree)
- Supervisory and/or managerial experience required
- Budget development experience required (preference for experience with school budgets)
- Preference for Waldorf Certification
- Preference for State Teaching Credential and teaching experience
- Preference for Administrative Credential

### **Employee Benefits**

Stone Bridge School's benefits package includes a competitive salary (estimated range from \$98,000-\$123,000, depending on experience), paid sick leave, medical and dental benefits, California STRS or PERS Retirement plans, and the opportunity to participate in Section 125 and 403(b) plans.

### **How to Apply**

Please send a letter explaining your interest in this position, a copy of your resume (including at least 3 current references), and 3 letters of recommendation to [hiring@stonebridgeschool.org](mailto: hiring@stonebridgeschool.org). (Note that interviews will likely start in early March, and this job posting will be closed once the job has been filled.)