The Waldorf School of Mendocino County (WSMC) is seeking applicants for our School Administrator position. The position is full time, exempt, and reports to the Board of Trustees. The WSMC School Administrator serves the parents, Board of Trustees, and Faculty, and is an integral part of the daily activities of the school. The School Administrator provides leadership and promotes responsible allocation of resources in support of fulfilling the school’s mission statement. WSMC is a 501(c)(3) Non-Profit Corporation, and a fully accredited Waldorf School.

Essential Duties and Responsibilities

The School Administrator works within a collaborative governance system and is responsible for the following:

• Administer day-to-day operations of the school, exercising fiscal, budgetary, and legal authority while managing risk and resources in collaboration with School leadership committees.
• Lead and supervise the school’s administrative staff related to Finance, Enrollment, Marketing, Outreach, Human Resources, Development, Facilities, and all support services. This includes annual performance evaluations, recruiting, hiring, and dismissal of employees.
• Support and guide all activities related to implementing the long-term strategic plan and growth of the school, working with the Board of Trustees and the College of Teachers in their realms of responsibility.
• Attend and participate in all assigned leadership committees, while keeping the Board and Faculty apprised of larger issues and maintaining confidentiality.

Core Competencies

Ability to:
• Motivate, lead, develop, and sustain a cohesive and competent administrative staff.
• Operate in a collaborative decision-making environment that encourages diversity of thought and innovation.
• Demonstrate and support a culture of diversity, equity, and inclusion.
• Maintain confidentiality with discretion and tact.
• Communicate effectively both verbally and in writing.
• Connect with all constituents of the school and be highly visible at all school events.
• Comply with school policies and follow procedures.
• Organize, prioritize, and coordinate long term plans and projects.
• Engage the school community and lead marketing, communication, and fundraising efforts in a competitive independent school market.

Education and Experience

• Bachelor’s degree or equivalent.
• Two years of administrative leadership experience in a not-for-profit setting.
• Familiar with Waldorf education, Waldorf administrative training and/or Waldorf teacher training a plus.
• Two years supervisory/management experience.
• Experience managing organizational budgets.
• Proficiency in Microsoft Word and Excel, and Google Business suite.
• Knowledge of non-profit governance, and an understanding of school-related human resources and legal issues.
• Experience working with and supporting boards and commissions, including preparing agendas, reports, and minutes.

How To Apply:
Please submit a resume outlining all relevant experience and contact information for at least three professional references; and a cover letter briefly explaining your interest in this position. Resumes can be submitted via mail or email to: recruiting@mendocinowaldorf.org or WSMC, PO BOX 349, Calpella, CA 95418. The first review of applications will begin July 19.