

Nursery - Grade 5 Pedagogical Administrator for Los Altos Campus

Waldorf School of the Peninsula seeks a full time Pedagogical Administrator responsible for the pedagogical administrative needs of our Los Altos campus, Nursery – Grade 5, while fostering whole-school continuity and awareness.

As Waldorf of the Peninsula celebrates its fortieth year, begins the double reaccreditation process with WASC and AWSNA, and engages in strategic planning, the successful candidate will be a well-versed experienced Waldorf educator and leader with vision. Excellent candidates will have strong connections to the Waldorf movement, including Waldorf teaching experience, and the ability to work well within school processes while always having an eye for how they can be improved to better serve our school community. A strong and demonstrated commitment to collaborative work and consensus decision-making is essential, as well as an empathic approach to working with students, parents, and colleagues. This role requires excellent abilities in prioritization of tasks, high collaborative skills, delegation, as well as decision making to ensure the school moves forward in alignment with its vision and mission. Excellent candidates will have experience with strategic planning and accreditation processes as well as a history of commitment to DEIJ.

Position Summary

1. Oversee and facilitate processes that ensure the school's pedagogical quality, consistency, coherence, and continuity.
2. Bring a whole-school perspective, bridging administrative and pedagogical insights, to all discussions.
3. Support the work of the Pedagogical Council.
4. Work closely with the School Director, MS/HS Pedagogical Administrator, and the Management Team to review and refine governance structures, policies, and procedures.
5. Lead the faculty evaluation processes and establish, review, and enforce faculty expectations and accountability.
6. Observe and mentor faculty members as needed; guide and coordinate outside mentors or evaluators as needed.
7. Collaborate with the school director and the MS/HS Pedagogical Administrator, prepare, and facilitate the agendas for the June and August meetings and Professional Development days.
8. Actively participate in the School's re-accreditation process as well as other committees.
9. Actively support the Parent – Child, Extended Care, and Camp programs.
10. Be an enthusiastic, articulate, and accessible representative of the school for our community and beyond.

In consultation and collaboration with other faculty and administrative staff, the Nursery – Grade 5 Pedagogical Administrator oversees and has responsibility in the following areas:

1. Faculty Recruitment and Hiring
2. Faculty Professional Development, Evaluation, & Mentoring
3. Faculty Communication

4. Student Support
5. Admissions Support
6. Student Assessments & Documentation
7. Parent Support & Work
8. Curriculum Development & Implementation
9. Administrative Faculty Support Work
10. School Policy and Document Management

Interested candidates should email their resumé, a letter of interest, and a brief biography sharing your educational philosophy to hr@waldorfpenninsula.org with the subject line stating, “Nursery – Grade 5 Pedagogical Administrator”. Salary range: \$80,000 – \$105,000.