

# Windsong School

Spokane, Washington



## 2021-2022 Employment Opportunities

- Business and Development Administrator
- Administrative Assistant
- Early grades teacher

## About Windsong School

Windsong School is an initiative school working to establish accredited Waldorf Education in the Spokane region. For the 2021-2022 school year, we are pleased to offer a robust Parent-Child program, a thriving Early Childhood program, and a healthy Grades program that includes grades 1-6 as well as six specialty subjects.

Our school is located above the scenic Spokane River on the historic Fort George Wright campus, woven through with antique walkways, quiet tree-lined streets, and dignified historic officers' quarters. We enjoy trail access to the Spokane River and abundant nature opportunities.

New faculty and staff members will join a fun-loving, hardworking, and sincere administration and faculty and lead a passionate and engaged parent body.

[www.SpokaneWindsongSchool.org/Employment](http://www.SpokaneWindsongSchool.org/Employment)  
509-326-6638

# Job Descriptions

## **Business and Development Administrator**

Ideal candidates possess a Bachelor's degree along with expertise and experience in one or more of the following areas.

- Budgeting and financial management
- Fundraising
- Site development

This position requires strong interpersonal skills, resourcefulness, and an ability to be flexible are necessary. Familiarity with Waldorf education and a commitment to working out of Anthroposophy is a plus.

**Salary and Benefits:** This position offers a salary of \$30,600 with an average of 36 hours per week. Personal Time Off is offered. The specific work schedule will be assessed after the formal hire with the possibility of working remotely for a portion of hours.

## **Administrative Assistant**

Ideal candidates are flexible in thought and ability; able to be assertive when necessary; can be self-directed; are detail oriented; have office or administrative experience; have experience communicating with the public; are highly fluent in Microsoft Excel and Word; and are proficient in email communication, etiquette, and practices. Must be able to lift 50 lbs and walk 200 yards, sometimes multiple times per day in all weather conditions. Familiarity with or knowledge of Waldorf education is strongly preferred. The Administrative Assistant will staff the school office Monday-Friday from 8:30 am to 2:30 pm. This position offers 10 hours per week in the summer months and 30 hours per week September through June, although schedules this coming year may require flexibility or reduced office hours.

**Salary and Benefits:** Pay is \$13.69 per hour. Personal Time Off is offered.

## **Early grades teacher**

This incoming grades teacher can expect a class of about 8-14 students. This class will be filled with children who are eager to begin down their path of academic learning. Ideal candidates are experienced, Waldorf-trained or enrolled in a training program, possess a Bachelor's degree and a commitment to working out of Anthroposophy. Only candidates whose intention is to carry this class through the 6<sup>th</sup> grade will be considered.

**Salary and Benefits:** This position offers a salary of \$34,000 with an average of 40 hours per week. Personal Time Off is offered.

# Points to Consider & How to Apply

Windsong School's Early Childhood Program is recognized by WECAN (Waldorf Early Childhood Association North America), and the school's mission includes attaining certification by AWSNA (Association of Waldorf Schools North America).

Windsong School has experienced extraordinary growth since its founding ten years ago. Our workspace and campus are unconventionally laid out. This situation leads to opportunities for familiarity, much student and staff interaction, and requires a high degree of cultivated and committed camaraderie from all staff members. The benefits are manifold, but those who do not possess strong interpersonal skills may find themselves unable to enjoy the busy atmosphere. Additionally, our school may eventually move from its current site.

Our growth has also strained our school financially. A degree of resourcefulness and an ability to use simplicity as a pedagogical tool will be required.

## **To Apply:**

Please compile a **letter of interest** specifically addressing why you are interested in teaching at a pioneering school, a **professional resume**, contact information for **three professional references**, and a **brief biography**. All materials must be included and sent together to [admin@spokanewindsongschool.org](mailto:admin@spokanewindsongschool.org).

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*Windsong School and Spokane Waldorf Education Association do not discriminate on the basis of any race, color, national or ethnic origin, religion, gender, or sexual orientation with regard to hiring, administration, or students.*