



## **Administrative Director**

### **Alabama Waldorf School**

The mission of Alabama Waldorf School is to cultivate healthy, confident, compassionate learners who excel socially, academically, and civically.

Alabama Waldorf School (AWS) is seeking its next Administrative Director. The ideal candidate will be a self-motivated lifelong learner who is able to balance day-to-day administration of the school with strategic vision and long-term planning. This person will work closely with school community leaders from the Board of Trustees, College of Teachers, Faculty, and Family Association to support the overall functions of the school. This position is responsible for leading other members of the administrative team and holding the strategic initiatives of the school. This person will work towards strengthening the understanding of Waldorf education throughout the constituent base as well as raising funds towards maintaining the overall short and long-term well-being of AWS.

#### Core Competencies

- Work as part of a team
- Communicate effectively both in person and in writing
- Relate to all members of the school community
- 5-10 years experience with management and strategic planning
- Experience with 501(c)(3) status entities, independent schools preferred
- Computer software experience
- Knowledge of Waldorf philosophy
- Experience with the consensus model of decision-making
- Bachelor's degree preferred but not required

#### Compensation

- Salary of \$38,900
- Salaried faculty and staff are eligible for
  - Medical insurance (employee pays a portion of the cost)
  - Dental and vision insurance (employee pays a portion of the cost)
  - Partial- tuition remission for dependent children
  - 2 weeks paid time off and a flexible schedule
  - Years of service awards and stipends available for Waldorf certifications

AWS is committed to creating a diverse and inclusive community. We are an equal opportunity employer. All qualified applicants are welcomed for employment consideration without regard to race, color, gender, gender identity or expression, sexual orientation, religion, economic status, national origin, or age.

Alabama Waldorf School is accredited by the Association of Waldorf Schools of North America (AWSNA); the Waldorf Early Childhood Association of North America (WECAN); and approved through the Alabama Department of Education. The Early Childhood program is licensed by the Alabama Department of Human Resources.

For a more detailed job description or to apply for this job, please send a cover letter with a short autobiographical statement, resume, and three references to [hiring@alabamawaldorf.org](mailto:hiring@alabamawaldorf.org). Applications will be accepted on a rolling basis until the end of January 2024.