



## **High School Administrator**

The Denver Waldorf School (DWS) seeks a qualified candidate to join our staff as full-time High School Administrator, starting July, 2020. The High School Administrator serves in a coordination and management role for the high school faculty and students, and is seen as the lead administrator for the high school. This individual creates and nurtures communication with high school parents, lower school and high school teachers, school committees, and the school administration and works with the Board of Trustees and College of Teachers as appropriate. The High School Administrator works closely with the School Director, Pedagogical Director and Admissions Director to evaluate vibrancy in high school programming and provide admissions support and consistency in regards to mission appropriate students.

As a member of both the high school faculty and administration, the employee will be expected to share the vision of working as a servant leader, creating an environment of stability in a rhythmic, balanced, healthful way such that the high school is able to fulfill its' mission.

### **Education and Experience:**

- Bachelor's degree from four-year college or university required; advanced degree preferred, particularly Waldorf Teacher or Administrative Training
- Experience in working with faculty and administrative teams
- Experience teaching and working with adolescents
- Experience in project management and planning

### **Essential Functions:**

The essential responsibilities of this position include, but are not limited to, the following:

- *HS Coordination and Operations:*
  - Day-to-day support of high school operations
  - Publicly represent the high school in promoting the vision and community relations
  - Set agenda and facilitate weekly high school faculty meetings
  - Coordinate all faculty scheduling - block scheduling, teacher and classroom scheduling
  - Attend ACIS High School Heads meetings
  - Provide documentation for ACIS and AWSNA curriculum documentation and standards
  - Provide budget oversight for high school supplies
  - Recommend and organize in-service training programs and professional development
  - Attend in-service days and trainings
  - Responsible for the foreign exchange program and international student program
  - Updates High School handbook and discipline guidelines
- *Student relations:*
  - Develop positive relationships with all current, past and future high school students
  - Is present in the high school as support and coordinator for students
  - Keep apprised of students receiving academic support services
  - Manage the Blue and Gold Scholarship process, ensuring practices are followed
  - Provide college counseling and resources to families for extended services in this area
  - Is available for crisis support and connecting students to the school counselor
  - Work closely with Admissions Director to make admissions decisions in the high school
  - Manage an effective attendance process, including communication
  - Participate in and help coordinate the student's participation in all-school events
  - Remain up to date on trends impacting teens
  - Ensure that high school student records are maintained and reviewed

- Assist students with the development of social clubs and activities when needed
- Handle student discipline issues in coordination with the School Director
- *HS events:*
  - Coordinate and participate in high school orientation
  - Responsible for the coordination and execution of school day trips and overnight trips
  - Willingness to chaperone one or two class trips as needed
  - Ensure that high school social events are coordinated and executed
  - Chaperone at least one high school social event
  - Manage event communication
- *Parent Communication*
  - Assist parents, teachers, and students in resolving behavior, grading, or discipline issues
  - Coordinate and participate in parent education evenings
  - Assist with navigation of school leadership, administration, and pedagogical structure

### **Committees:**

Represent high school interests and perspective at committees

### **Competency:**

- Adaptability – Able to deal with frequent change and unexpected events
- Confidentiality – Maintains confidential and sensitive information
- Communication - Demonstrates excellent written and verbal communication skills
- Ethics – Treats people with respect; works with integrity; upholds organizational values
- Initiative – Takes action with limited guidance or information
- Executes - Follows instructions and asks questions for clarity
- Problem Solving – Identifies and resolves problems in a timely manner
- Professionalism – Reacts well under pressure; treats others with respect and consideration
- Pedagogy - Understands and demonstrates Waldorf philosophy and practices
- Enthusiasm – Demonstrates excitement and interest for their work with adolescents
- Safety and Security – Observes safety and security procedures

### **The Denver Waldorf School**

The Denver Waldorf School is an urban Waldorf school in the heart of Denver near the Rocky Mountains. Founded in 1974, the school enrolls approximately 360 students in pre-K through Grade 12. The school is an accredited member of the Association of Waldorf Schools of North America (AWSNA) and the Association of Colorado Independent Schools (ACIS). The school's mission is to awaken and inspire students' critical thinking, emotional intelligence and artistic expression, preparing them to bring relevant contributions to the world. We are committed to recognizing and developing the whole human being in an inclusive and engaging environment.

### **To Apply**

Please send a letter of interest, resume and three references to:

**DWS Hiring Committee**

The Denver Waldorf School

2100 S. Pennsylvania St.

Denver, CO 80210

or

email [careers@denverwaldorf.org](mailto:careers@denverwaldorf.org)