



Waldorf School of Pittsburgh
201 S Winebiddle St
Pittsburgh, PA 15224

School Administrator

Job Title: Administrator

Status: Full Time, Salaried

Reports to: Board of Trustees; coordinates with and supervises the Administrative Staff, collaborates with the Faculty.

The Waldorf School of Pittsburgh is hiring a full time School Administrator. The Administrator will be responsible for overseeing the day-to-day operation of the school. The Administrator will coordinate school policy and ensure effective and timely communication within the school community. Together with the Leadership Team and Board of Trustees, the Administrator acts as leader and guide in the realization of the purpose, values, and vision of the school and in the development of strategic and long-range goals. Working out of Anthroposophy, the Administrator is responsible for the supervision and oversight of the finances of the school, human resources, development, enrollment, marketing and public relations, school records, physical plant and facilities management, administrative tasks and legal and regulatory compliance. This position is reviewed jointly by the Board of Trustees, Full Faculty, and Administrative Staff.

The ideal candidate will have a passion for Waldorf education, an interest in Anthroposophy, a sense of balance, a straightforward communication style, solid organizational skills and the vision and strength to help the school achieve its educational and institutional goals.

Qualifications:

Bachelor's degree in Business, Human Resources, Education or related field; In addition, Master's degree or equivalent experience preferred;

Expectations of, within three years of employment, enrollment in an approved program of continuing professional development;

Minimum of 5 years professional experience, including a supervisory role;

Proven abilities to provide administrative leadership to a non-profit organization;

Knowledge of regulations governing non-profits;

Familiarity with MS Office with special emphasis on Excel spreadsheets for budget analysis;

Excellent oral and written communication skills, including abilities in consensus building, problem solving, and mediation;

Proven skills in budget development and implementation;

Understands and has commitment to the study of Rudolf Steiner's child development, Waldorf Education, and Anthroposophy;

Has experience working with conflict resolution/problem solving;

Certified teacher desirable;

Excellent social abilities and interpersonal skills.

The Waldorf School of Pittsburgh was founded in 1993 to bring the unique Waldorf method and curriculum to families seeking a truly progressive education experience in Pittsburgh. Our mission today remains that of the very first Waldorf School, founded in 1919 by scientist and philosopher Rudolf Steiner:

“Our highest endeavor must be to develop free human beings who are able of themselves to impart purpose and direction to their lives.”

Competitive Salary based on experience plus Benefits including health and dental insurance, 3 weeks paid vacation, annual continuing education allowance, 90% tuition remission, and discount on Extended Care during working hours for children of school age.

Please send a Letter of Introduction, Brief Biography, Curriculum Vitae, and three Letters of Reference under separate cover to: Administrator Search Committee, Waldorf School of Pittsburgh, 201 S. Winebiddle St., Pittsburgh, PA. 15224. Material reviews to begin March 12th 2012. Position open until filled.

Revised 02/06/12