



High School Coordinator

Summerfield Waldorf School and Farm is seeking a High School Coordinator to work with our High School Core Group and faculty. The ideal candidate is a High School Waldorf teacher who has strong operational and administrative experience and has served in a leadership capacity at Waldorf school. The High School Coordinator acts as the principal representative of the High School and is responsible for coordinating its day-to-day and long-term functioning. Along with colleagues, the Coordinator will develop an evolving whole school vision and execute duties in accordance with that vision. They work with the High School faculty and staff to build, nurture and deepen an awareness of the core ideals and mission of the High School. They support the faculty, parents and students with clear communication and coordination of activities and help integrate the High School into the larger school.

Our School Governance at Summerfield is based on Steiner's ideas of a Republic of Teachers as a Faculty-led school. This means we strive to have our decisions come out of the collaboration of teachers as they work together in conversation to meet the needs of our students.

Primary Responsibilities Include but are not limited to:

- Provide leadership and vision within the HS.
- Develop awareness of the school mission and monitor its implementation.
- Ensure adequate future planning.
- Establish and maintain effective working relationships among colleagues, students, parents, the Board of Trustees, the All School Director, Operations Team, Section Core Groups, the College of Teachers, and members of the wider community.

Coordinator of Section Staff

- Teacher Support and Development: Recruits applicants, facilitates hiring, orients new teachers, and solicits and addresses staff needs.
- Oversee/carry out evaluations; ensure mentoring and staff development.
- Lead team building; conceive of and plan faculty retreats.
- Oversee staff loads, FTE.
- Develop healthy communication and collaboration between section staff.

Financial Overview for Section

- Understand the budget process and work in collaboration with the LSCG, Finance Department and All-School Director.
- Manage supply budgets and inventory.
- Work with Business Manager on HS facility's needs.

Administrative Duties Include:

- Oversee Academic Program: courses, assessment, grading, reporting.
- Create and oversee the class schedule with input from the High School and Lower School Core Groups.



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- Formulate, implement, and document policies and procedures as appropriate within the governance structure, including the student discipline policy with input from the Core Group and Counselor.
- Coordinate with the HS counselor and faculty regarding behavior/discipline responses.
- Coordinate the study abroad program.
- Liaise with the college counselor.
- Set the agenda and chair the weekly Core Group meeting.
- Set the agenda and facilitate the weekly section meeting, incorporating study, business, and current issues.
- Coordinate the information flow between the All-School Director, Core Group, Section faculty and parents.
- Attend the monthly Operations Team meetings; participate in school safety programs.
- Work closely with the College of Teachers and governance bodies, ensuring good communication throughout the school.
- Support student government and leadership opportunities.
- Support admissions and outreach functions and processes.

Qualifications:

- Leadership and operational experience in a Waldorf school or related educational setting.
- Classroom experience in a Waldorf School.
- Knowledge and understanding of the principles of Anthroposophy and Waldorf Education.
- Excellent communication and interpersonal skills, with a demonstrated ability to build, maintain, and engage with diverse communities.
- Strong experience in personnel management.
- Strong organizational and project management skills; detail oriented.
- Ability to prioritize and respond to many tasks and responsibilities and assist others in the process.
- Interest in working in a dynamic work environment; quick to learn and adapt to ever-changing working conditions.
- Proficient in Google Workspace, Microsoft Office Suite, and database management.
- A commitment to diversity, equity, and inclusion, as well as adaptability to address the current cultural issues facing schools today in America.

Employment Details: This is a year-round, three-quarter to full-time exempt position; Monday-Friday, plus evening and weekend meetings and events as appropriate during the school year. Summer hours are flexible, to be arranged with the School Director.

Salary and Benefits: The salary range is \$65K-\$75K (annually), depending on experience. We offer an excellent benefits package including medical and dental coverage, long-term disability insurance, a 401(k)-retirement plan, 90% tuition remission for qualified students, three weeks annual vacation, all regular school holidays, and one paid week off for both the winter and spring holidays.



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Physical Requirements for Employees at Summerfield Waldorf School & Farm: Summerfield is both a school and farm. Although we do have paved pathways between various buildings, many pathways are unpaved and rough. Some have steep inclines and declines, steps and holes.

Employees must have the ability to:

- Operate a keyboard, mouse, and office equipment.
- Use a telephone head or handset.
- Hear, understand, and distinguish speech and other sounds in various settings.
- See clearly at approximately 20 inches or less (visual acuity).
- Articulate clearly and speak at normal speaking levels.
- Be able to focus on detailed tasks for long periods of time.
- Be able to sit, walk, stand, bend, crouch, stoop and reach for extended periods of time.
- Occasionally lift up to 25 pounds.

To apply: Please email your letter of intention and resume to Michelle Bovard, Human Resources Manager, at michelle@summerfieldwaldorf.org. Please also include three professional references (with phone numbers).