



Open Position

Title:	High School Director	Supervises:	High School Faculty & Staff
Reports to:	Head of School	FLSA Status:	Exempt
When Needed:	2022 – 2023 Academic Year	FTE:	Full Time, Year-round

Seattle Waldorf School is seeking a High School Director who works out of Anthroposophy, with teaching and administrative experience at the high school level, and a rich understanding of adolescent development and the art of teaching. We are looking for someone who has a passion for human and organization development and facilitation skills to inspire a culture of collaboration built upon trust and engagement. We need a leader who understands best practices in education and administration, and who is passionate about leading a Waldorf High School. We are looking for staff and faculty who share our belief that a culturally rich and inclusive school community provides students with the best possible environment for a quality education. Seattle Waldorf School offers an excellent benefits package, opportunities for professional development, and an extraordinary work environment.

WHO WE ARE

At Seattle Waldorf School, students become creative problem-solvers—imaginative thinkers who journey toward intellectual excellence, human compassion, and artistic skill. Our modern curriculum is rooted in tradition—for children 18 months to 18 years. We lead students on a joyful journey that fosters critical thinking, synthesis, and creativity. We are privileged to employ some of the most highly trained Waldorf teachers in the country. Founded in Seattle in 1980, we are the only Preschool–Grade 12 Waldorf School in Washington. **Our Mission:** Daily we strive to inspire learning, courage, and joy in the developing human being.

Job Summary: Work with the high school faculty and school leadership to lead the High School Branch of Seattle Waldorf school including: program development, faculty development, student life, and parent and community relations.

SPECIFIC RESPONSIBILITIES

High School Program Development: The ideal candidate comes with a deep understanding of the growth of the whole human being and a mastery of how the curriculum of the high school aligns with human development. They will work closely with the SWS Leadership Council and the faculty to create and nurture a common pedagogical vision.

- Hold responsibility for overall strategic vision of the high school program
- Support the administration and faculty in developing new programs, and in the review and assessment of program offerings in the middle and high schools
- Work in close partnership with the Leadership Council and the pedagogical leaders of the other branches/campuses
- Manage the high school budgets, facilities, scheduling, events, and communication in collaboration with the members of the Leadership Council
- Participate in the Leadership Council, the High School Admission Committee, hiring committees, Faculty and College meetings, Sponsor and Adviser Meetings, and Department Meetings
- Plan and facilitate the work of the High School Pedagogical Carrying Group
- Ensure High School Graduation Requirements are well-defined and met

Faculty Development: The High School Director will work to support, mentor, and supervise high school faculty and staff. They will bring their wealth of experience to enrich teaching techniques, to help deepen faculty study of Anthroposophy, and to support collaborative communication and problem-solving within the school community.

- Support department chairs in their roles to ensure an articulation of pedagogical goals and create a practice of moving toward and evolving those goals

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

- Support the Registrar, Counselors, and Office Manager in developing and maintaining administrative policies and processes to support the efficient functioning of the high school
- Guide the work of advisers and class sponsors, including clarification of roles, responsibilities, and expectations
- Collaborate with faculty and staff in managing student feedback/assessment processes including report writing, conferences, and parent meetings
- Coordinate faculty mentoring and evaluation processes, and support our striving for excellent teaching across grades and disciplines
- Develop, communicate, and coordinate professional development opportunities for faculty aimed at deepening pedagogical knowledge and practices
- Support faculty in self-reflection and the unfolding of their own individual journeys as Waldorf teachers and administrators, including regular classroom observation

Student Life and Engagement: The ideal candidate will hold a vision for the harmonious development of each student's capacities, along with a healthy, vibrant, and engaged school culture/community. They will be entrusted to handle student issues, including the coordination of disciplinary matters, and to support advisers and sponsors in their work with students and parents.

- Work with the Dean of Students for DEI and Belonging to coordinate consistent student discipline as a pedagogical tool across the high school, with a keen appreciation for the development/needs of the individual
- Handle urgent, serious, or time-sensitive student issues
- Support advisers in student follow-up and parent communication
- Oversee collaborative development, maintenance, and implementation of High School Community Guidelines
- Work with the Registrar to develop and oversee consistent policies and processes for alternate schedule requests (early dismissals, releases, and so on) and other student policies
- Support development of community activities and outreach that enhance the students' learning and social experience

Parent and Community Liaison: The High School Director will be a vibrant school figure helping parents and the public to better understand Waldorf education. Holding a nuanced picture of the spiritual development of the adolescent, the High School Director will help convey how Seattle Waldorf High School is providing an "education for our time." As a part of this role, the High School Director will help facilitate the development of a joyful school culture grounded in respectful open communication.

- Coordinate Parent Education with faculty through class meetings and other events
- Communicate proactively with the high school parent and student community on issues of interest and education
- Respond to concerns of students and parents that extend outside the teacher/adviser/sponsor realm in a pedagogically appropriate and holistic manner that honors and supports the student, family, and faculty
- Support the overall health of the school through student recruitment, retention, fundraising, and community outreach activities

ADDITIONAL DUTIES

- Maintains communication and collaboration with the entire Seattle Waldorf School faculty
- Attends weekly Department Meetings, High School Faculty Meetings, Full Faculty Meetings as scheduled, and In-Service/Professional Development days
- Models a culture of flexible, continuous learning for students
- Establishes and cultivates community relations by maintaining open and candid dialogue with all of the school's constituencies
- Is familiar and complies with all policies and regulations as put forth in the school's documents
- Vigorously engages in professional development through teacher In-Service Days, Preview Days, Review Days, and conferences as determined in conversation with the Head of School
- Because safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect students, faculty, staff, equipment, materials, and facilities
- Performs other duties as assigned

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

EDUCATION & EXPERIENCE

- Bachelor's degree from an accredited four-year college or university required*
- Waldorf Teaching Certificate required*
- 10+ years' experience teaching in a classroom environment preferred
- 3+ years' experience in pedagogical administration preferred
- Advanced degree and State Teacher Certificate preferred
- Experience in a Waldorf school preferred
- Culturally Responsive Teaching experience preferred

**Candidates who do not have a required degree/certificate may be considered with a commitment to complete them within a specified length of time from start of employment.*

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Commitment to excellence in teaching, parent education and dialogue, self-development, and collegial cooperation
- Strong organizational skills
- Excellent written and verbal communication skills
- Ability to work in a hands-on team environment
- Possessing a level of cultural competency necessary for working with a diverse population in an inclusive and equitable community
 - We have a diverse student body, and we want all our teachers and staff to have the skills necessary to ensure that our classrooms are safe, inclusive places for everyone
 - We seek a leader who is aware of the racial, socio-economic, gender, and other inequities present in education, and actively works to eliminate these in the school
- Ability to work efficiently in a Microsoft Windows or Mac environment using Office, Google Suite, common automated systems for record-keeping, and confidently learn new technology
- Ability to maintain confidential information
- Ability to work and communicate well with all levels of faculty and staff
- Ability to work and communicate well with students and their parents
- Flexibility, maturity, and a sense of humor
- Ability to lift up to 30 pounds
- Ability to travel locally (field trips)

To Apply: Interested candidates should respond immediately by email with a letter of interest, resume, and employment application, available on the school website at: <http://www.seattlewaldorf.org/careers/>

Thank you for your interest in Seattle Waldorf School and this position. Position open until filled. No phone calls or drop-ins, please. www.seattlewaldorf.org