

Eastside Community School Is Seeking a School Administrator

The Eastside Community School (ECS) is seeking a full time School Administrator to help build and grow our preschool-8th grade school. Our school community, formerly Three Cedars Waldorf School, is in the process of splitting off from Seattle Waldorf School and returning to its roots as an independent school working out of the Waldorf Pedagogy. During this rebirth, the administrative environment is dynamic and fast-paced. Although we have some administrative staff, many of the functions are currently being held by volunteers. This position may appeal to, and will require, a candidate with a pioneering spirit who can enthusiastically assimilate themselves into an existing community, and appreciates collaborative problem solving. This position begins immediately.

Our School

Our school is nestled in the Wilburton neighborhood of Bellevue on 5 wooded acres. Although ECS is new, our community of faculty, staff, parents, and 110 (and growing) children are not-- we have operated as a school for over two decades. The current Three Cedars campus will be shuttered as the result of financial decisions in our managing school in June 2018. However, a dedicated group of parents, faculty, and wider community members have come together to improve and continue our school.

Duties

Operations

- Supervise the day-to-day operations of the school.
- Lead, manage, and recruit the school's administrative staff.
- Ensure compliance with all applicable laws and regulations including, but not limited to, educational such as OPSI and DEL, financial, record keeping, and employment.
- Manage vendors (payroll, utilities, contractors etc.).
- Manage the relationship with the other school that is located on the campus.

Fiscal

- Develop and maintain an annual budget. Make recommendations to the Board of Directors (Board).
- Work with the Board to set economic objectives, financial and accounting policies, and other fiscal policies and practices as necessary.
- Provide financial reports to the Board and other agencies as mandated by law.
- Arrange for annual audit to ensure the soundness of ECS finances.

Communications

- Attend Board and faculty meetings
- Maintain a visible and accessible presence to the school community.
- Communicate issues, concerns, and needs to the Board.

- Maintain frequent and regular communications with families through a newsletter, email, school website, one-on-one meetings, etc. as appropriate.
- Work in close collaboration with the faculty, Board, and parent groups.
- Possess an attitude which is friendly and approachable with the entire school community, and enthusiastic to be an important public face for our school.
- Monitor and address the well-being of the entire school community.
- Be conscious of and contribute to the overall parent experience.
- Support the execution of the school's vision.
- Embody, advocate, and execute the mission and values of the school.
- Represent Eastside Community School and its values to the broader community, region, and the Waldorf movement.
- Other duties as required.

Qualifications

Education and Experience

- Extensive Waldorf school experience as an administrator or school director in a pre-K through grade 8 or 12 school.
- Bachelor's Degree (Master's Degree or higher preferred).
- Waldorf administrative training highly desired.
- Fundraising experience is a plus.

Knowledge of

- Budget preparation and financial controls.
- Servant and collaborative leadership approaches.

Ability to

- Productively, positively, and selflessly collaborate with all stakeholders.
- Plan, coordinate, support, and direct work and activities of staff.
- Manage budgets, prioritize expenditures, and seek innovative methods for providing school resources.

Skilled In

- Oral and written communication.
- Establishing and maintaining positive, respectful relationships with a variety of people.
- Engaging families and the larger community in the life of the school.

The School Administrator is hired by, reports to, and is supervised by the Board with support from faculty. ECS offers a competitive salary, a tuition remission program for children of faculty and staff, and health care benefits.

How to Apply

Candidates are requested to submit the items below to the board of directors.

1. A letter of interest articulating why the candidate believes he or she is best suited for the position.
2. A resume with reference contacts.
3. A brief biography.

Email

tcsinitiative@gmail.com

Mail

Board of Directors

Eastside Community School

10900 NE 4th Street, Ste. 1500

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More information about our school

<http://www.EastsideCommunitySchool.org>