



EXECUTIVE DIRECTOR – Job Description

Mountain Song Community School is a public K-8 Waldorf charter school nestled in the Rocky Mountains at the foot of Pikes Peak. We are a school of approximately 314 students in a quaint, historic part of town with beautiful mountain views, an urban garden, and farm. We are a learning community continuously striving to support a healthy mission rooted in Waldorf education.

As a member of the Administrative Team, the Executive Director shares the vision of working as a servant leader, creating an environment of stability in a rhythmic, balanced, and healthful way so that MSCS is fully able to fulfill its mission and each member of the team is able to contribute fully to the vision. The Executive Director works in conjunction with the Business Manager, the Pedagogical Director, the faculty, and the Board of Directors to ensure financial health and academic strength and to uphold the strategic plan and vision. The director is accountable to the Board of Directors for all aspects of school operations and should carry out these responsibilities in a manner consistent with the school's mission and vision.

The Executive Director is to remain current on Waldorf and traditional educational philosophies and practices by reading publications, attending educational conferences, visiting other schools, etc.

The ultimate responsibility of the following functions is that of the Executive Director.

Skills, Abilities, Key Requirements of a Successful Executive Administrator

- Minimum 5 years school administrative experience
- Certification/degree in administration, MA preferred
- Commitment to public Waldorf education, with preferred experience and training in Waldorf methods
- Knowledge of whole-child behavioral methods
- Ability to articulate the school's current mission and vision
- Knowledge and experience in public charter school operations
- Ability to work collaboratively with community groups, private and public agencies, parents, and the general public
- Excellent organization, leadership and written/verbal communication skills
- Ability to bring projects to completion
- Experience in coordination and implementation of all aspects of employment, evaluation, management, retention, and dismissal of personnel
- Experience working with a collaborative decision-making model
- Ability to foster a high functioning and positive school climate and culture
- Leadership in finance, development, fundraising
- Legal knowledge of school-related issues

Personal qualities

- Decisiveness tempered with patience, diplomacy, confidentiality, and compassion
- Engage with community as a visible embodiment of Waldorf principles
- Consistently exhibits a personable, healthy, respectful, and professional demeanor toward others
- Effective public speaking and public relations skills
- Embody, manifest, and advocate the mission and vision of MSCS

Duties and Responsibilities

Community Relations

- Represent MSCS in community and professional meetings, and to state and federal agencies to create a positive public image that maintains an open flow of communication and promotes retention and new enrollment
- Work collaboratively with the Board of Directors, Pedagogical Director, and Business Manager with input from faculty, SAC, and Parent Council.
- Implement and communicate the school's long range strategic plan outlining specific goals, strategies, and objectives.

Administrative Liaison to the Board of Directors

- Ensure that policies and procedures are in place for the smooth and efficient operation of the school.
- Collaborate with the Board of Directors to identify and create policies as needed. Make policy recommendations based on current best practices with consideration of all stakeholders' interests
- Collaborate with the Board of Directors incorporating input from other committee chairs and staff for the crafting of Board meeting agendas.
- Share information among the administration, Board members, and faculty in accord with current board policy and best practices in a Director's Report to include academic performance, financial concerns, employee status and other areas as required by the Board of Directors.
- Ensure channels of communication between faculty and the Board of Directors

Operations

- Manage relationship with authorizer through ongoing communication and ensuring compliance with required reporting schedule and other requirements
- Oversee all administrative aspects of school operations including general management of all teaching staff and supervision of all administrative staff in coordination with the Business Manager
- Maintain knowledge of ongoing state policies and laws that apply to charter schools; apply that knowledge to ensure compliance
- Oversee state-required assessments
- Oversee implementation of policies and procedures related to admissions, waitlists, handbooks, general communication, and student records
- Oversee physical facility to ensure a safe school environment and adherence to all local, state, and federal guidelines

- Produce standard and ad hoc reports as needed and required
- Collaborate with faculty and the Pedagogical Director to develop and maintain curriculum standards, set performance goals, and objectives for all teaching staff
- Participate in all committees as necessary
- Oversee all programs related to school function including after school programs in compliance with regulatory issues

Human Resources

- Oversee protocols and processes for benefits and compensation, recruiting, hiring, retention, and dismissal of all personnel
- Oversee all HR and personnel aspects including professional development and employee relations
- Oversee orientation and training for volunteers, substitutes, intern, and employees
- Oversee volunteers, substitutes, and interns
- Conduct performance evaluations and improvement plans of all staff according to established policy

Parent/Teacher/Student Relations

- Maintain effective communication systems within the school community and build positive relationships with parents to address questions and concerns; direct parents to appropriate individuals or bodies where necessary
- Act as liaison for staff, faculty, student, and parent conflict; facilitate communication and collaboration in accordance with school and Board policies
- Oversee exit interview process
- Facilitate meetings with existing families per Communication Policy, Grievance Policy, and discipline and guidance policies
- Supervise the school discipline and guidance process, to conduct suspensions and expulsions

Accreditation

- Ensure fulfillment of accreditation recommendations and requirements
- Formulate and execute charter renewal and accreditation documents
- Manage the process of charter review and revision
- Develop UIP in conjunction with SAC, faculty and community and presented to the Board of Directors for approval before submission.

Oversight of Legal Issues

- Oversee activities related to 501(c)3 status
- Comply with state regulations and licensing requirements
- Ensure legal basis for all school policies and administrative actions
- Oversee coherent policy of student conduct, special needs requirements, and supervision
- Review and recommend school insurance and risk management coverage
- Oversee legal compliance of policies, procedures, and staffing
- Ensure compliance with all state and Federal laws, guidelines, requirements for Special Programs

Budgeting and Planning

- Oversee entire budget, actual expenses, and budget revisions within board-approved appropriation limits. Notify the Board if actual spending exceeds budgeted amounts per the financial policy.
- Oversee goals, assumptions, and mandates for school committees
- Oversee accounts receivable, accounts payable, vendor contracts, and payroll
- Make budget and resource recommendations in accordance with the school's strategic plan to achieve the school's stated student outcomes
- Research foundations and other grant sources, write grants, and manage grant processes in conjunction with the Development Committee and Finance Committee
- Supervise annual fiscal audit with Business Manager
- Collaborate with the Board of Directors in the strategic planning process, including the 5-year budget
- Work with the Business Manager to project academic program needs, capital project planning, and professional development

Other duties as needed