



Business Administrator

The Pasadena Waldorf School is seeking a full-time Business Administrator to lead and manage the senior administrative staff in the day-to-day administrative operations of a thriving early childhood through high school educational community. The Business Administrator is one arm of a dual administrator model, working in conjunction with a Pedagogical Administrator. The Business Administrator serves the school through the following duties:

General Duties

- Embody, manifest and advocate the mission, vision and policies of PWS
- Represent the Board of Trustees and PWS in its relations with the College of Teachers, faculty, staff, parents, students, alumni, donors and community
- Supervise and ensure the financial health of the school
- Develop and implement a major gifts strategy and campaign
- Implement proper Human Resource policies for the school
- Work collaboratively with the Board of Trustee, its Chair, and its committees in carrying out established school policies; review those policies and make recommendations for changes
- Attend Board of Trustee meetings, prepare reports, maintain Board records, and keep the Board of Trustees informed on all aspects of the school
- Maintain a physical presence before and after school with the parents and students; attend school festivals and events
- Supervise the marketing and outreach efforts of the school

Administrative Day-to-Day Operations

- Supervise senior staff members with all non-pedagogical day-to-day operations of the school, in collaboration with the Pedagogical Administrator
- Manage, direct and coordinate the administrative staff to ensure adequate goals are set and achieved in a healthy, collaborative environment
- Ensure, and where necessary, implement, proper Human Resource policies and procedures
- Oversee all capital projects and manage long range planning in conjunction with PWS constituencies
- Supervise the Director of the school store with its inventory, sales, and operations
- Review, revise and ensure compliance with job descriptions and performance reviews for the administrative staff
- Work with the PA, Board, College, faculty, and staff to ensure that goals and projects from the school-wide action plan are forwarded and fulfilled
- Maintain connection to and compliance with our outside accrediting agencies of AWSNA and WASC
- Ensure alignment between administrative goals/tasks and program goals/needs as well as ensuring alignment with the overall strategic goals of PWS

Legal Policies

- Implement Board of Trustee policies, including regulatory and policy compliance, and review of PWS liability
- Oversee all aspects of operational compliance with local and state agencies.

Budget and Finance

- Supervise the Controller in the preparation and execution of annual and three year budgets
- Monitor the income, expenditures, tuition assistance, collections and cash flow and ensure the maintenance of appropriate financial records
- Approve vendors, outside contractors, purchase orders, cash expenditures, and expense reimbursements
- Oversee the employee benefit plan
- Supervise the dissemination of the annual report to the community
- Ensure timely and effective decisions and communication to the community regarding budgeting, tuition, tuition assistance and other financial matters

Development

- Supervise development efforts (including grant writing, fundraising campaigns and events) to cultivate and effect generous support of PWS

Operations and Facilities

- Supervise the Director of Facilities/Operations to ensure the physical facilities are safely and adequately maintained

Admissions/Enrollment

- Supervise the Director of Admissions in determining programs for the recruitment of students, including marketing and outreach, information dissemination, applicant processing and decisions
- Supervise the Registrar with respect to enrollment matters

Human Resources

- Oversee the recruitment, selection, hiring, on-boarding, training, evaluation and dismissal of all administrative staff
- Maintain effective practices for all Human Resources processes for staff and, with the Pedagogical Administrator, the faculty
- Ensure the proper maintenance of all personnel files
- Oversee the development and execution of employment policies and procedures, including annual performance reviews and updates of the Employee Handbook

Communications

- Work with the Pedagogical Administrator to:
 - resolve and mediate conflicts arising among students, teachers and parents
 - ensure consistency and accuracy of external and internal school communications
 - implement, coordinate and review communication guidelines, grievance policy, agreements, and conflict resolution policies and procedures for the school
- Supervise the updating of the Parent Handbook
- Ensure timely and effective communication with neighbors of the school, community organizations, authorities, etc to maintain our outside relationships and legal standing.
- Work with the Pedagogical Administrator to communicate with the PWS community regarding policies and school-wide decisions and plans
- College of Teachers, Executive Committee, and other meetings of school bodies

Accountability:

- The Business Administrator is hired by and reports to the Board of Trustees, directly, and through its Officers

The ideal candidate will have:

- 5+ years of experience managing a thriving school (or non-profit) with a \$4 Million+ budget
- Experience with Waldorf Education
- Bachelor's Degree in Organizational Management (Master's preferred)
- Substantial Fundraising experience
- Technological skills
- Mastery of budgetary and financial skills
- A collaborative leadership approach
- Mastery of oral and written communication skills

PWS offers a competitive salary and benefits, and a fun, collaborative work environment. Apply by submitting the following items to BAsearch@pasadenawaldorf.org:

- Letter of intent describing your management philosophy and why PWS is a good fit for you
- Your resume

Please no faxes or letters directly to the school or submissions of candidates who do not meet the foregoing criteria. Applicants whom we wish to interview will be contacted via e-mail.