



Administrator

March 10, 2011 Pleasant Ridge Waldorf School Viroqua, WI

Pleasant Ridge Waldorf School (PRWS) in Viroqua is seeking a full-time Administrator for the 2011-2012 school year. Pleasant Ridge is a non-profit pre-K through 8th grade Waldorf school with 155 students located in Southwest Wisconsin 40 min. from La Crosse on the Mississippi River and 2 hours west of Madison. Viroqua is a small town surrounded by biodynamic, organic and conventional agriculture, large Amish communities and plenty of natural beauty. We have excellent teachers, an active parent body, a strong board and administration.

At the Pleasant Ridge Waldorf School, the Administrator participates actively in the life of the school. As a link between the school and the wider community, and through managing the business operations of the school, the Administrator holds the context, while the Faculty holds the content, of the principles that define Waldorf education. She or he is the “face” of Pleasant Ridge Waldorf School – to parents, to the community, to prospective families.

DISTINGUISHING FEATURES OF THE POSITION

This is a year-round, full-time salaried position. It requires an understanding of Anthroposophy and of the Waldorf curriculum. The nature of this work is resource management, including fiscal matters, community leadership and communications, and management of non-teaching personnel. Direction comes from the Faculty and Board of Trustees, in the form of policies and procedures that must be executed. This position is often the link between the school and public agencies, and holds responsibility for the public relations image of the school.

Qualifications

- Excellent leadership qualities and strong management skills.
- Considerable knowledge of Waldorf school philosophy, including administrative and educational principles, techniques and methods.
- Knowledge of principles of school administration, including finance, legal and personnel.
- Excellent communications skills, both verbal and written.
- Effective public relations and interrelationships with private and public agencies, parents and the general public.

- Capacity to work in a busy, professional environment and to manage and prioritize multiple tasks while staying within weekly, monthly and annual schedules/deadlines.
- Ability to analyze, interpret, summarize and present administrative and financial data in an effective manner.
- Experience/ability to oversee the needs of the entire physical plant, i.e. buildings and grounds, is helpful.
- Willingness to take on responsibility with tact, courtesy, self-motivation and creativity.
- Skill at handling situations with sensitivity and confidentiality.
- Master's degree in education, administration, or business preferred.
- Professional experience with emphasis on long range planning, employee management, budget development, fundraising and public relations.
- High level of competence with word processing and spreadsheet (Excel) software. General knowledge of bookkeeping (QuickBooks) software and principles. Knowledge of database management helpful.

Salary Commensurate with experience

To apply: Please send the following documents as **pdfs** to Monika Sutherland at info@pleasantridgewaldorf.org

or via regular mail to:
 Monika Sutherland, Hiring Committee
 Pleasant Ridge Waldorf School
 431 E Court Street
 Viroqua, WI 54665.

- A letter of interest and qualification
- A current résumé
- A statement of educational philosophy and leadership approach
- Names and contact information (including email addresses) for three professional references