

**Open Position:** Lead Administrator

**Location:** Olympia Waldorf School, Olympia, Washington

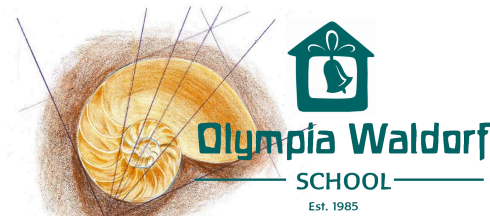
**Position Overview:** As the Lead Administrator, you will be essential to shaping the educational experience and environment for our students. This role demands a resilient leader, adept in managing diverse responsibilities ranging from program development to fiscal management. We seek an individual who can thrive amidst the dynamic challenges of educational leadership. This is a full-time, year-round (12-month) position, available immediately.

**Required Qualifications, Training, & Experience**

- Proven experience in educational leadership or a related field.
- Exceptional written and verbal communication and interpersonal skills.
- Strong organizational and problem-solving abilities.
- Flexibility in work schedule to accommodate time-sensitive duties.
- A commitment to the values and educational philosophy of Waldorf education.
- Minimum education: Bachelor's degree.

**Key Characteristics and Responsibilities:**

- **Resilience in Leadership:** Navigate the complexities of educational administration with a steady, confident approach.
- **Attentive Leadership:** Maintain a positive, professional environment, free from unnecessary conflicts.
- **Professional Communications:** Provide clear and comprehensive reports and other communications to stakeholders, ensuring transparency and informed decision-making.
- **Parental Engagement:** Skillfully manage parental pressures and expectations, fostering a cooperative and supportive school community.
- **Community Involvement:** Be the face of the school, fostering strong relationships in the community and positive school representation.
- **Team Collaboration:** Work collaboratively with faculty and staff, promoting a culture of teamwork and mutual support.
- **Delegation:** Efficiently allocate tasks and responsibilities to ensure a balanced workload and effective school operations.
- **Program Development:** Lead innovative program development initiatives to enhance our educational offerings.
- **Fiscal Management:** Oversee budgeting, financial planning, and fiscal responsibilities, ensuring the school's financial health and accountability.
- **Meeting Facilitation:** Effectively organize and lead meetings, ensuring productive and engaging discussions.
- **Personnel Management:** Oversee the recruitment, development, and retention of high-caliber staff.



*Awakening minds, enlivening hearts, and engaging hands for lifelong learning.*

**Compensation Package:**

- Salary ranges from \$50,000 - \$70,000 per year, depending on experience and qualifications.
- Comprehensive health insurance available, including medical, dental, and vision.
- 403(b) retirement plan, including employer contributions.
- 50% tuition remission for your children enrolled at Olympia Waldorf School.
- Childcare support, including before- and after-school care for your enrolled children.
- Generous paid time off and sick leave.

**About Olympia Waldorf School:** Olympia Waldorf School, nestled in a semi-rural, vibrant community, is a non-profit school committed to academic excellence through our unique and inspiring educational approach. We foster a creative and inclusive environment, encouraging our students to develop holistically.

**Application Process**

Please submit a cover letter, résumé, and three professional references via email to [kwoodford@olympiawaldorf.org](mailto:kwoodford@olympiawaldorf.org) or by mail to Olympia Waldorf School, P.O. Box 130, East Olympia, WA, 98540. For more information about the position, contact our Board President, Jen Morey, at [jmorey@olympiawaldorf.org](mailto:jmorey@olympiawaldorf.org). We encourage you to visit our website to learn more about our school at [www.olympiawaldorf.org](http://www.olympiawaldorf.org).

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