



JOB POSTING: Administrator

40 hours per week

Start Date: October 1, 2024

Salary Range: \$54,000-\$62,000

Position Overview

The Administrator carries the vision of the school and provides servant leadership and oversight for all non-teaching activities in the school. The individual holding this role serves as the essential link among the Faculty, the Board of Directors, and the parents of the school. The Administrator reports directly to the Board of Directors.

The Administrator position is a full-time salaried position with standard working hours of 8 am to 4:30 pm Monday through Friday. Additional evening and weekend hours may be required in order to attend mandatory meetings and school events, such as weekly Faculty meetings, monthly Board of Directors meetings and Community Meetings.

The Administrator reports to the Board of Directors and is the direct supervisor to the other administrative positions within the school community. A structured evaluation process and schedule is in place to support professional development.

Servant Leadership Defined

A servant-leader focuses primarily on the growth and well-being of people and the communities to which they belong. While traditional leadership generally involves the accumulation and exercise of power by one at the "top of the pyramid", servant leadership is different. The servant-leader shares power, and helps people develop and perform as highly as possible.

Qualifications

- Excellent oral and written communication skills
- Strong organizational skills
- Strong understanding of organizational development
- Knowledge of and experience with facilitation and meeting skills
- Demonstrated ability to set priorities and maintain accountability
- Demonstrated ability to effectively manage multiple projects
- Knowledge and understanding of Waldorf Education as well as alignment with the mission, vision & guiding principles of the Trillium Waldorf School
- Highly developed listening skills
- Computer skills (Google and Windows platforms), Keela, Canva, Social Media (IG and FB)
- Excellent organizational skills, general clerical skills, spelling and grammar.
- Will need to obtain a current Police Vulnerable Sector Check.
- Current First Aid and CPR Certification is preferred.

We invite applicants to send a cover letter and résumé to: board@trilliumwaldorfschool.com by September 27, 2024. Interviews will be conducted on site.

Current Salary range: \$54,000- \$62,000

Benefits and prorated tuition remission is available with this position.

Trillium Waldorf School is intent on building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty. Accommodation will be provided in all parts of the hiring process upon request.

We thank all candidates in advance but can only contact those selected for an interview.

Trillium Waldorf School - 540 Victoria Road North, Guelph, Ontario, N1E 6Z4