



The Administrative Director (AD) serves the mission of Tucson Waldorf School out of a commitment to the underlying principles of Waldorf education. The AD partners with the Pedagogical Director (PD) to represent the school. The AD bridges the fiduciary, pedagogical and administrative realms of the school to promote collaboration and the overall health of TWS.

The AD holds delegated authority from and reports to the Board of Trustees as an ex-officio non-voting member. The AD regularly attends meetings and reports out to the Board, College of Teachers, and Leadership Council.

The AD is accountable for prudent fiscal management, professional human resources management; championing diversity, equity and inclusion efforts; environmentally thoughtful facilities development and maintenance; timely communications, regulatory compliance and community safety. The AD oversees and supports the staff and contracted professionals in the realms of personnel, business, enrollment, development, facilities and communications.

### **Key Responsibilities:**

#### **Committee Work:**

The AD should engage in understanding every committee's role and work in supporting school operations, but specifically is tasked with participation in:

- Campus Planning Committee
- Finance Committee
- Development Committee
- AWSNA Accreditation Committee

#### **Administration:**

- Direct and oversee the work of all Administrative team members, in the realms of Office Support, Enrollment, Development, Business, Facilities, Development and Communications

#### **Strategic Planning:**

- Support development of periodic Strategic Plans with the College of Teachers and the Board of Trustees
- Implement objectives of the Strategic Plan through direct work with Trustees, the College of Teachers, and the community
- Develop annual goals for the administration staff in support of the strategic plan

**Safety:**

- Assure regulatory compliance for the safety and health of children, faculty, and staff of TWS
- Develop policies and practices for emergency preparedness
- Assure all first responder training is active, updated, and communicated as necessary
- Represent TWS in crisis management and mitigation of any residual risks and concerns

**Accreditation:**

- Ensure compliance with accreditation requirements and partners with appropriate realms to uphold continued accreditation requirements

**Multiculturalism and Diversity, Equity, and Inclusion (DEI):**

- Supporting College of Teachers and Faculty in their Diversity, Equity and Inclusion efforts with programming.
- Networking and fundraising on behalf of scholarship opportunities
- Promoting staff and community Diversity, Equity and Inclusion education
- Promoting diversity, equity and inclusion in our enrollment and hiring practices.

**Human Resources:**

- Oversee and manage employee benefits and salaries, at the direction of the Board
- Review, revise, and deliver employment offer letters
- Assure employee offer letters, employee handbook, and policies are current and reflective of the comprehensive needs of TWS
- Maintains personnel files in adherence with best practices protocol
- Liaise with external resources in active management of employee complaints and internal investigations
- Implement established school policies, procedures, and protocol in a manner reflective of fair and consistent application

**Legal:**

- Work with Board to review all legal matters and legal documents
- Partner with outside counsel on matters requiring expert advice, opinion and direction
- Oversee activities to ensure 501(c)(3) status is maintained
- Comply with all local, state, and federal regulations
- Be responsible for immediate Board notification of any event(s) threatening the legal standing of TWS or any matters naming TWS in legal action
- Maintain secure and permanent files on all legal matters

**Professional Development:**

- Mentor and evaluate administrative staff
- Provide timely and appropriate feedback to direct staff at least annually
- Plan professional administrative in-service and out-service activities

**General and Administrative Support:**

- Support staff in working to optimal efficiency, including orientation of new staff members
- Ensure administrative staff adherence to policies and procedures
- Create agenda and facilitate weekly administrative staff meetings
- Coordinate administrative staff coverage to provide proper coverage for school operations and special events
- Oversee management, handling, and resolution of parent inquiries

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