**Halton Waldorf School in Burlington, Ontario is seeking an Administrative Director**

**Position Summary**

The Administrative Director (AD) works collaboratively with the Board, Pedagogical Director, faculty and staff at Halton Waldorf in a manner that supports and guides the school’s mission. Our ideal colleague will have successful experience in a highly collaborative leadership culture, a relationship to anthroposophy, and will work in a mutually supportive role with our pedagogical leadership.

The AD carries out the tasks required for the operation of the school on a daily and annual basis, to advance the mission and strategic plan of the school. Your primary areas of responsibility include finance management, human resources, enrollment, facilities, and health and safety. The Administrative Director oversees all administrative functions, manages the administrative team and reports to the Board of Directors.

**You will be responsible for the following:**

* Administrative management: oversee administrative team including Front Desk, Finance, Operations Coordinator, Advancement & Communications, Admissions and HR;
* Finance management: meet regularly with the Finance Administrator and Treasurer, working collaboratively to prepare annual budget forecasts, monitor budgets, cash flow and accounts receivables in conjunction with the Finance Administrator;
* Enrollment management: oversee Admissions and Enrollment activities;
* Tuition Adjustment Program: implement confidential tuition adjustment recommendations from 3rd party reviewer;
* Building maintenance: oversee school facilities at both campuses together with the maintenance committee; oversee fire safety.
* Board of Directors Liaison – prepare for monthly board meetings, facilitate connections between the school Faculty, Board of Directors, and parents;
* Special projects: accreditation, implementation of IT systems, etc.

**You will be successful in this role if you have:**

* A university degree related to management or business administration, or related experience;
* The ability to delegate and direct tasks, mentor when necessary;
* At the same time, a “hands-on” attitude: you must be a doer;
* The ability to maintain confidentiality and professionalism in interactions with parents, board members and faculty;
* An understanding of the principles of Waldorf education, including an appreciation for the anthroposophical principles that underpin it;
* Waldorf Administrator Training and/or experience in a Waldorf school administrative position is highly desirable.

**Why join Halton Waldorf School:**

We are a growing community of like-minded people, dedicated to promoting the benefits of Waldorf education to a diverse range of socio-economic backgrounds. We offer a comprehensive benefits package, tuition remission, and support for professional development.

**About Our School:**

Halton Waldorf School is a community in which students become thoughtful, resourceful, confident young people, who are prepared to navigate the world with resilience and a sense of purpose and belonging. Founded in 1984, we are an independent, accredited Waldorf School, serving students and their families from birth to high school. Our faculty and administration serve a vibrant and increasingly diverse community of over 250 students and their families.

We are located on five forested acres in northeast Burlington, close to the natural wonders of the Niagara Escarpment and the shores of Lake Ontario. Our new high school campus, on a one-acre property, is just up the street from the lower school.

We are committed to providing a healthy, beautiful, and sustainable environment that supports the pedagogical mission of the school. Our Vision, Mission, and Values are expressed here: <https://www.haltonwaldorf.com/mission>.

**Criminal Record Check:**

The successful candidate must provide a satisfactory Criminal Record Check that includes Vulnerable Sector Screening prior to commencing employment.

**Commitment to Equity:**

The Halton Waldorf School is committed to equitable hiring practices. We will make any reasonable accommodation, based on any of the human rights protected grounds, to support candidates to participate in the hiring process.

**Recruitment Process:**

To be considered for this position, please send a cover letter and resume to Chris Jackson at [chris.jackson@haltonwaldorf.com](mailto:chris.jackson@haltonwaldorf.com).

We appreciate the interest of all applicants but will only be contacting candidates whose skills, experience and qualifications meet the requirements of the position.