



Position Title: Facilitator

Start Date: August 2012

Position Reports to: Board of Trustees

Waldorf Academy, an independent school operating for 25 years in downtown Toronto seeks a facilitator to help lead us into the next 25 years. We are a mid-sized school offering care and education for children from 18 months through eighth grade. We are a full member of the Association of Waldorf Schools of North America (AWSNA). Our vision is “Igniting a Passion for the Art of Learning”.

Overall Objective

The facilitator carries an overall vision of Waldorf Academy (formerly the Alan Howard Waldorf School) as an anthroposophically-based educational organization and acts to achieve its objectives. The facilitator guides the school’s growth and development and leads the implementation of policies and procedures consistent with the values implicit in the school’s vision. The facilitator represents the school in communicating its mission clearly and consistently to faculty and staff, parents, students, and the wider community.

Primary Duties and Responsibilities

The school follows a facilitated shared decision-making model of leadership where the facilitator guides the school from the centre, fostering teams to address specific issues. Day-to-day responsibilities involve overseeing all educational aspects of the school: faculty administration; responding to “hot” issues; coordinating board, faculty, administrative and parent association activities, while fostering strong communication among them.

Duties include:

Creating a yearly plan in consultation with the faculty and community. Present plan to board of trustees and update and report on progress and changes.

Parent Relations: facilitate the resolution of parent concerns, and foster an environment of open communication and accountability with faculty and administration.

Employee engagement: guide the staffing manager to find the best possible teachers to serve the children and the school. Through the managers lead staff in

the creation, development and execution of individual plans that result in meeting the vision and mission of the school.

Administration: work closely with the school's business operations manager to plan and manage the educational portion of the school's budget. Lead the administrative team in order to meet yearly objectives related to enrollment, recruitment, engagement, retention and marketing.

Governance/board matters: facilitate the work of the board of trustees by acting as the primary liaison with the board chair and representing the administration to the board.

Education, Experience, Skills and Knowledge

Minimum educational requirement: bachelor's degree or equivalent. The position requires school leadership experience and the ability to develop a comprehensive knowledge of the goals, objectives, organizational structures, and processes of the school. She/he must be comfortable in using a facilitative model of leadership encompassed by the Waldorf educational philosophy.

This position requires excellent communication skills and the ability to foster relationships within the school, the parent community, and the broader community. He/she must have a minimum of five year of experience leading teachers and administrative staff within a school setting.

Behavioural Competencies

The following behavioural competencies should be well-developed in the successful candidate:

- Community building
- Change management
- Promoting accountability
- Networking
- Servant leadership
- Initiative
- Effective and active communicating
- Mediation and conflict resolution

To apply for this position please forward your resume, a biographical narrative that includes your relationship to Waldorf education, and contact information for three current references, to our hiring committee via Laurie Hammond: Lhammond@cormark.com