



School and Childcare Director Toronto, Ontario

Duration: Full-time

Compensation: Competitive salary commensurate with experience (and with consideration for realities of living in Toronto), full health benefits package, paid holidays, and tuition remission available for children. Includes the opportunity to work with an amazing team and create significant impact.

Reports To: Board of Directors

Start Date: [January 2023 or June 2023](#)

The Waldorf Academy School and Childcare Director is a dynamic leadership position that supports collaboration with the Faculty, Parents, Administration and Board of Directors, ensuring healthy communication to advance the mission and strategic vision of Waldorf Academy and to ensure the school's sustainable growth through a viable plan for healthy enrollment. The School and Childcare Director will oversee and be involved in managing the day-to-day operations of the school:

Administrative Leadership & School Governance

- Lead the school's administration in service of the school's mission and strategic vision
- Facilitate collaborative leadership while overseeing school operations
- Create a positive stakeholder experience
- Represent Waldorf Academy and its values to the wider community
- Serve as the primary point of contact to the Board of Trustees
- Provide regular and timely reports to the Board representing committees, such as Finance, Marketing and Enrollment, Strategic Planning, and Governance and provide administrative support necessary to fulfill their mandates
- Responsible for following through, implementing and reporting on the approvals and decisions of the Board
- Collaborate with all stakeholders to create a visionary strategic plan
- Build relationships with outside organizations, including public, independent, and Waldorf schools and regional associations

- Develop and implement the framework for all-school and departmental meetings throughout the school year
- Develop structure and processes (beyond pedagogical concerns) to support the day-to-day operation of the school
- Initiate communication and collaboration with the childcare centre, early childhood and grade school departments to foster leadership and excellence

Financial Stewardship

- Partner with Business Operations Manager in creating annual operating budgets for approval by the Board and manage cash flow
- Develop large donation opportunities
- Foster creative thinking around marketing strategies to grow enrollment within the school

Legal & Regulatory Compliance

- Ensure the school complies with applicable laws and regulations, managing risk and ensuring a safe environment
- Serve as a primary school spokesperson at the AGM and external events related to PR and crisis management

Faculty Support

- Oversee faculty personnel management in consultation with pedagogical leadership team
- Provide the faculty and pedagogical leadership team with the administrative support needed to deliver the school's pedagogical program

Qualifications Necessary

- University education or equivalent required. B.Ed. or similar specialization in Education preferred
- Waldorf education experience preferred / commitment and interest in Waldorf pedagogy required
- Previous experience leading a school highly desired (could include leading a segment of a larger school entity)
- Experience managing a team of colleagues within a school setting
- Clear track record of achieving results in past roles

- Previous experience strengthening the financial position of the school
- Analytical reasoning capacity
- Collaborative decision-making skills that foster goodwill with all stakeholders, encourage diversity of thought and build healthy working relationships and trust within the school, within the associated community, and with the Board of Trustees
- Demonstrates and supports a culture of diversity, equity, inclusion, and justice
- Strategic thinking, planning, leadership and execution, bringing together all areas of the school under one comprehensive and holistic plan
- Creative, innovative, resourceful and receptive to new ideas
- Sound business acumen to anticipate and respond to problems, opportunities and future business needs
- Ability to make recommendations that are supported by quantitative and qualitative facts
- Ability to be responsive and thorough in conflict resolution
- Leading with optimism and empathy to engender trust and respect
- Crisis risk management experience
- Clear, effective and authentic communicator, verbal and written, with a commitment to honesty and transparency
- Knowledge, understanding and experience driving organizational change

Waldorf Academy offers a comprehensive and supportive mentoring program for all of its new teachers and is an equal opportunity employer. We do not exclude anyone on the basis of race, religion, nationality, ethnic origin, or sexual orientation. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided throughout the recruitment, selection and/or assessment process to applicants with disabilities.

Please find more about Waldorf Academy's commitment to diversity, equity, and inclusion [here](#).

To learn more about Waldorf Academy, please visit our website at waldorfacademy.org

To Apply

Interested applicants should submit a resume and a letter of interest to careers@waldorfacademy.org