



Mountain Oak Charter School

An Arizona Charter School Guided by the Core Principles of the Alliance for Public Waldorf Education

1455 Willow Creek Road, Prescott, AZ 86301, 928-541-7700 - mountainoakschool.org

Charter School Director/Administrator Job Description

Job Purpose:

The Director in collaboration with the Mountain Oak School Board is responsible for the effective operation of the school and general administration of all business and other operations of the school.

School Overview:

Mountain Oak School opened in 1999. The grade span is Pre-k through 8th, currently serving 200 students. Mountain Oak is committed to creating a community comprised of students, families, and staff that is collaborative, respectful, and inclusive. Fostering imagination, critical thinking, and intellectual curiosity to actively engage students in the learning process, and develop not just the mind, but also the child's emotional, moral and physical well-being. Emphasizing Waldorf methods pedagogy is critical to the curriculum and serves to enrich and strengthen the community.

Salary: Up to \$65,000 annually based upon qualifications and experience

Reports to: Mountain Oak School Board

Responsibilities and Duties:

Management

- Embody, advocate for, and execute on the mission, vision and strategic direction of Mountain Oak Charter School.
- Continue to execute the school policies as indicated in the school charter and Mountain Oak Policy and Procedure.
- Maintain knowledge of Waldorf pedagogy.
- Facilitate Federal Grants (ESEA) and IDEA grant application and sustain program systems
- In collaboration with the pedagogical chair assure that all ADE, Federal and Special Education yearly monitoring cycles are executed.
- Comply with state and federal grant requirements as well as with state instructional requirements.
- Foster leadership among employees and shared decision making.
- Ensure educational and regulatory compliance at all governmental levels.
- Explain and clarify information received from various agencies including Arizona Department of Education, State Board of Education, and Arizona State Board for Charter Schools.
- In conjunction with the Pedagogical Chair, staff, and teachers maintain student policies.

Operations Management/Supervision

- Provide oversight and leadership in guiding the development of facilities and grounds.
- Oversee school office procedures, methods and practice, develop procedures as needed.
- Uphold the school policies and procedures, develop new policy and procedure as needed.

- Ensure compliance with all applicable laws and regulations including, but not limited to, financial, record keeping, and employment.
- Supervise day-to-day operations of the school.
- Responsible for overall vendor management including, but not limited to payroll, facilities, contractors.
- Responsible for preparation of annual performance audit.
- Attend and participate in Mountain Oak School Board meetings and committee meetings.
- Manage recruitment and selection of administrative staff.
- Collaborate with the Pedagogical Chair in the yearly teacher evaluation process and in the 301 performance pay criteria.
- Supervise staff and foster positive, collaborative working relationships.

Communications Management

- Establish and maintain professional and cooperative working relationships with all stakeholders: parents, students, staff, neighbors, and partners.
- Maintain a visible and accessible presence to the school community.
- Advocate for Mountain Oak in the greater community and with the media.
- Communicate issues, concerns, and needs to the Board of Directors.
- Represent Mountain Oak at Arizona Council for Waldorf Education, Alliance for Public Waldorf Education, Yavapai county administrative meetings and other meetings relevant to Waldorf or state and county educational gatherings.
- Maintain appropriate communications with families through the school newsletter, school website, communication platform (ParentSquare), one-on-one meetings, etc.
- In conjunction with Faculty and Pedagogical Chair, plan and support outreach and marketing for the purposes of maintaining enrollment and development.

Fiscal Management

- Develop annual budget. Manage budgets and make recommendations to the Mountain Oak School Board.
- Work with the Board of Directors to set economic objectives, financial and accounting policies, and other fiscal policies and practices as necessary.
- Provide financial reports to the Board, the State, and other agencies as mandated by law.
- Arrange for annual audit with an outside independent auditor to remain compliant with the State of Arizona and to ensure the soundness of Mountain Oak finances.

The School Director will perform other duties as required.

Qualifications:

Education and Experience:

- Bachelor's degree or multiple years of administrative experience in Waldorf schools or charter schools

Knowledge of:

- Local, State and federal laws applying to public schools.
- Laws and regulations specific to charter schools.
- Special Education law, needs and issues.
- English learner needs and issues
- Budget preparation and control procedures
- Student Information Systems
- Communication Platforms

Ability to:

- Plan, coordinate, and direct work and activities of administrative and other professionals.

- Manage budgets, prioritize expenditures, and seek innovative methods for providing school resources.
- Promote and market the educational program and services of the school.

Skilled in:

- Communicating clearly and effectively in both oral and written language.
- Establishing and maintaining positive, respectful relationships with a variety of people.
- Engaging families and the larger community in the life of the school.

To apply email a letter of introduction and a resume to admin@mountainoakschool.org & croe@mountainoakschool.org or mail to 1455 Willow Creek Road, Prescott, AZ, 86301- website - mountainoakschool.org