



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

Educational/Pedagogical Director Job Description

Job Purpose:

The Pedagogical Director in collaboration with the Operations Director and the Mountain Oak School Board is responsible for the effective educational operations of the school and to foster a culture of positive, engaged learners, and serve as a strong advocate for the school's core values--including pedagogy and developmental philosophy, employee and parental involvement.

School Overview:

Mountain Oak School opened in 1999. The grade span is Pre-k through 8th, currently serving 125 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. Emphasis on Waldorf methods pedagogy is critical to the curriculum and serves to enrich and strengthen the community.

Salary: \$50,000 annually based upon qualifications and experience

Reports to: Mountain Oak Board of Directors

Responsibilities and Duties:

The Pedagogical Director must have a sound educational philosophy, background, and vision grounded in Waldorf education and must be committed to service to a diverse community including children from poverty, special education students and English Learners. Further, the Pedagogical Director must have demonstrated leadership capacity to guide the school's curriculum, assessment, teaching, learning, professional development, and student achievement, student discipline as well as an expressed willingness and plan to be accessible to staff, community and students. The Pedagogical Director works closely with the Operations Director to co-administer and develop the school.

Human Resources

- Responsible for review and selection from hiring committee's recommendation of all of the following, developing employment contracts where appropriate, and supervising, supporting, developing, evaluating, disciplining and terminating with the support or approval of the school board; the MOS teachers, specialty teachers, classroom assistants and consultants.

Educational Leadership

- Oversees development, implementation and evaluation of educational program
- Consults with staff and Board on program alignment to school mission and vision
- Coordinates and facilitates the work with Mountain Oak Parent Association around parent education, curriculum, fundraising, events, festivities and parent agreements.
- Ensures that the MOS curriculum is aligned to charter, state standards, and mission, and is infused with Waldorf instructional practices
- With staff leadership, develops, implements and monitors the professional development plan for the whole staff.
- Monitors school-wide assessment and data collection.
- Oversees student conferences and reporting
- Special Education: Attends SST/IEP meetings
- Oversees the Title I and Move on When Reading Program
- Attends crucial teacher-parent meetings
- Co-plans parent education events and speakers with staff and parents
- Oversees coordination and implementation of MOS student discipline policy
- Assists in the creation of a Master Schedule aligned with the MOS vision and mission as expressed in the charter
- Co- leads Faculty to create a strong educational program
- Facilitates positive school climate and conditions through a strong professional learning community
- Ensures parent concerns are addressed

Faculty Supervision

- Ensures that each teacher develops a yearly professional development plan
- Manages Curriculum/Instructional Coaches/Mentors to ensure effective support is provided
- Completes yearly classroom teacher evaluation process in collaboration with the School Director
- Ensures that all staff comply with all Special Education Regulations, the Mountain Oak School Charter and policies adopted by the MOS Governing Board
- Ensures that teachers are implementing strategies and formats adopted by the school and using Waldorf inspired strategies
- Ensures that teachers are assessing their students, both formally and informally, to inform their lesson planning and reports to parents
- Carries an awareness of educational trends within and external to the Waldorf movement
- Coordinates faculty implementation of strategic and operating plan goals within the pedagogical realm.
- Offers teacher support through problem solving, delegation, adaptive perspective, supportive feedback and strong leadership
- Upholds healthy lines of communication regarding pedagogical issues among and between the faculty, board of directors, parents and greater community
- Facilitates healthy feedback, timely follow through, and accountability for the school's pedagogical mission
- Works with the School Director to oversee the faculty-hiring process and recruitment efforts
- Works with School Director to oversee the faculty support, mentoring and evaluation processes
- Works with faculty to implement and administer personnel and professional conduct policies, including the school's discipline policy
- Oversees the leadership skills, management and growth within the faculty
- Oversees faculty committee work, including proper documentation of committees for healthy institutional memory
- Oversees substitutes, ensures teacher plans are available for substitutes and trains substitutes as needed
- Attends Board meetings and Parent Association Meetings

- Meets with Operations Director and administrative staff for communication and collaborative problem solving

Student Supervision and Relations

Oversees student discipline

Responsible for meeting with parents regarding discipline issues

Works with writing and implementing student policy

Governance and Internal Relations

- Responsible for implementation of board policies and adopted administrative procedures
- Lead facilitator of the Faculty Meeting - develops agenda with consultation from its members.
- Assists in drafting the educational plan (IAP) for Arizona Department of Education and assists in producing the Demonstration of Significant Progress for Arizona State Board for Charter Schools as required.

Qualifications

The Pedagogical Director for Mountain Oak School will possess a proven track record of success in the following areas

Curriculum Leadership

Teaching and Learning

Community Building

Professional Development

Waldorf education

Public education experience is helpful

Adult learning

Specifically:

- Appreciation and understanding of Waldorf methods and philosophy and a commitment to bringing that to a public charter school setting
- Understand the Arizona Academic Standards and how to align curriculum to standards or ability to guide teachers in the process
- Strong commitment to using data to inform instruction
- Commitment to continuous improvement in instructional practices
- Commitment to educational equity and a passion for teaching and working with students, with knowledge and experience in meeting the needs of students with different experiences, languages, and backgrounds
- Minimum of three years' classroom teaching experience
- Experience managing an organization, specifically related to building an innovative culture and creating and implementing accountability systems
- Excellent organization, time management, and follow-up skills
- Excellent communication, presentation, problem-solving, and interpersonal skills
- Experience working effectively with parents
- Computer literacy and interest in learning new skills as necessary
- Bachelor Degree or several years of teaching/working as a certified Waldorf educator

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