



Spring River School

PO BOX 330583

Atlantic Beach., FL 32233

www.springriverschool.org

School Administrator

- Status: Full-Time Salaried/Exempt
- Salary is commensurate based on experience and education
- Benefits: Tuition Remission, Health Stipend, Paid Holidays and Time off, Professional Development Fund
- Reports to the Spring River Executive Committee and works in partnership with the Pedagogical Administrator.
- Direct Reports: Enrollment Administrator, Lead Forest Teacher, Teaching Assistants, Specials Teachers

Note: A year-long mentorship and support program, if needed, will be provided by the former School Director, who is taking on another role in the organization.

Position Summary

The School Administrator manages the administrative and business activities for the school under the direction and with the support and guidance of the Spring River Executive Committee and Board Treasurer. This role works closely in partnership with the Pedagogical Administrator. These two positions provide day-to-day leadership and decision-making for the school.

The School Administrator will be well-versed in and able to apply school policy, including safety, discipline, attendance, health, & social media policies. The role will serve as the school's main point of contact, interacting with prospective and current families, the staff, and any support vendors to help smoothly facilitate the school's daily operations. This position will oversee the Admissions process with the assistance of a full-time Enrollment Coordinator.

The main areas of responsibility for this position are Daily Operations and Business Management of the school.

Daily Operations of the School

- Communication:
 - Oversee internal and external school communications.
 - Send out a weekly newsletter with information collected from each teacher.
 - Support currently enrolled families by co-leading a Parent Orientation before the start of the school year and speaking with the community as the school representative at various events.
 - Attend Committee Meetings.
 - Participate in addressing Parent Concerns.
 - Keep the Board informed of any issues about safety concerns, policy violations, disciplinary problems, school enrollment, and issues with parents, students, or teachers.

- School Policy/Safety and Security:
 - Oversight & implementation of all school health and safety policies and procedures and annual review of those policies in collaboration with the College of Teachers and other leadership.
 - Oversight of Weather Committee
 - Assist the College of Teachers in reviewing and modifying the Parent Handbook and all school policies annually, ensuring they have appropriate pedagogical content.
 - Act as disciplinary support for the College of Teachers and attend Parent/Teacher meetings as needed.

- Admissions & Enrollment
 - Oversight of the Admissions process **performed by a full-time Enrollment Administrator.**
 - Oversight of the school tour process and open house.
 - Once the application has been processed in FACTS, the School Administrator will oversee the student “trial day” and assessment process in collaboration with the Pedagogical Administrator.
 - Oversee the Exit interview process and facilitate meetings with families.

- Human Resources
 - Oversee and coordinate activities for up to 15 employees, including Enrollment Administrator, Forest Teachers, Teaching Assistants, and Specials Teachers.
 - Track hours of work and paid time off for all staff, and ensure information is sent timely to the bookkeeper/payroll clerk.
 - Monitor staff attendance calendar.
 - Participate in the hiring process as directed by the Spring River Committee. This may include screening employment applications and conducting initial interviews of Teaching Assistants to ensure staffing needs are met and new hires are onboarded.
 - Oversee, compose, and manage all committee-approved employment offer letters, salary, benefits, orientations, and training, and record them electronically.
 - Participate in the “Separation of Employment Review Board” (voluntary or nonvoluntary) for staff, as needed.

Business Management

- Budgeting
 - Assist in the preparation and oversight of the Spring River Budget in coordination with the Board Treasurer & Spring River Committee
 - Update leadership on any pertinent changes to items that affect the Annual Budget, such as overages on supplies or changes in enrollment.
 - Oversee Annual school supply budget
 - Supply Ordering and distribution
 - Inventory of Supplies
 - Oversight of a process of supply expense reimbursement: including collecting reimbursement receipts/forms and coordinating payment.

- Delivery of needed supplies to the staff
 - Accounts Payable - approve and send on for payment to Committee Chair or to Bookkeeper directly
 - Administer and keep up to date on all Annual Insurance Renewals
- Marketing/Community Outreach
 - Assist in planning, coordinating, marketing, and attending all community events and festivals in collaboration with the Development Director, Pedagogical Administrator, Board Committees & Parent Organization.

Minimum Requirements:

- Bachelor's Degree in Business or School Administration, Marketing, or a related field.
- Business Leadership experience of at least five years.
- Knowledge of Budget Management, Accounting, and Bookkeeping.
- Waldorf Education Administrative Certification or the willingness to complete Waldorf Education Administrative Certification.
- Proficiency in Microsoft Office and Google Docs is essential, as well as the ability to communicate and represent the school in person and via various forms of technology and social media.

Required Skills:

- A natural community builder who leads by example and encourages collective involvement with the school community.
- The ability to create shared, collaborative partnerships.
- Able to work collaboratively and effectively with various stakeholder groups, including faculty, administration, Board, parents, and students.
- This leadership role requires excellent written and verbal communication skills.
- Capable planning, attention to detail, good judgment, and skill in handling personal relationships.
- Consistently handle confidential matters delicately and appropriately.
- Flexibility concerning the work environment, schedule, and conditions.

Work Environment

- Most work is performed outdoors. Attendance on site of at least 20 hours per week is required, and other work is to be performed off-site.
- Some duties are to be done at home on a computer.

About Spring River School

Spring River School is an initiative of Jacksonville Educational Community, a pioneering non-profit organization founded by parents and local educators who are driven by a common desire to create a transformative educational experience focused on the whole-child approach. This impulse led to the establishment of Florida's first Waldorf-inspired K-8 all-outdoor education program. We also offer parent-child classes for ages birth to 5, a parent-led playgroup, a two-day nature immersion homeschool enrichment class, and we are exploring a 9th-grade offering for the school year 2023-24.

Spring River welcomes families of all identities and backgrounds with open arms and hearts.

Our Mission: To encourage independent thought, nourish imagination and cultivate social responsibility.

Our Vision: An educational experience that embodies a reverence and respect for the intellectual, artistic, social, physical, emotional and spiritual life of each student.

NOTE: This job description indicates the general duties and physical requirements of work the employee performs with this job designation. It should not be interpreted or construed as a comprehensive inventory of all duties, responsibilities, qualifications, and physical requirements of the employee assigned to this job, as these might vary daily or as business needs demand.

EOE Statement: We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law.

It is the policy of Spring River School to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, age, religion, national origin, disability, status as a covered veteran, or any other legally protected status, in accordance with federal and state law, and not to discriminate based on sexual orientation. This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, compensation, benefits, promotion, demotion, layoff, termination, and all other terms and conditions of employment.