



springriverschool.org

Pedagogical Administrator

- Status: Full Time/Exempt
- Salary commensurate with experience
- Benefits: Tuition Remission, Health Stipend & Professional Development Support are available
- Reports to Spring River Committee Chair and works in partnership with the School Administrator
- Direct Reports: Class Teachers (for Pedagogical Matters)

Note: Support in this role is provided by two Faculty Chairs; class teachers experienced in Waldorf Pedagogy.

Position Summary:

The Pedagogical Administrator manages the pedagogical program for the school under the direction of the Spring River Executive Committee. This role ensures the integrity of a living experience of Waldorf Education in the classrooms and supports teachers in their relationships with the families in their class. This role works in partnership with the School Administrator, providing day-to-day leadership and decision-making for the school.

Pedagogical Administrator is a full-time, year-round position, with an expected 20 hours of on-site presence per week and some classroom instruction. The other hours would be primarily administrative or planning time, working alone, or collaborating with colleagues. This position requires flexibility in scheduling, including making time available outside the school day, on some weekends, and during school closures.

The Pedagogical Administrator nurtures the spiritual life, inspires the active strength of each member of the community, and will collaborate with the Faculty Chairs, College of Teachers, and School Administrator to coordinate group events and activities for this purpose.

There are two main areas of responsibility for this position: 1) Oversee the Quality of the Educational Program and 2) Oversee Student Support Services

Oversee the Quality of the Educational Program

- Professional Development
 - Organize a Professional Development program to ensure the quality, consistency, and coherence of the pedagogical program.
 - Work with the School Administrator to plan, budget for, and support teacher professional development during the school year and summer months.
 - Develop schedules for Summer Professional Development, Pre- and Post-planning, in collaboration with the Faculty Chairs and School Administrator.
 - Facilitate mentoring program for new class teachers or teachers who need extra support.
 - Oversee the Teaching Assistant training program in collaboration with School Administrator and Class Teachers.

- Oversight and facilitation of internal and outsourced faculty observations and programs
 - Help Develop Scopes and Sequences, Narratives, Benchmarking, and a program to support the emotional/social/academic needs of the students.
 - Facilitate a formalization of benchmarking objectives.
 - Attend parent/teacher conferences as needed.
 - Assign and schedule peer observations and work within the budget to seek out outside resources for 3rd party observations with constructive criticism and a growth plan twice a year. (One in the first semester and one in the second.)
 - Assign and schedule classroom observations as needed or requested by teachers (i.e., observe a colleague with previous grade-level experience).
 - Model or arrange for Lesson Modeling,

Oversee Student Support,

- Assist class teachers with concerns regarding specific student or parent issues and adherence to parent concern policies.
- Support class teachers as a consultant in student behavior, aiding in communication between teachers and parents and collaborating with the Mindfulness Teacher as needed.
- Diversity, Equity, and Inclusion
 - Bring forth pertinent readings for teachers to further explore and journey together in how to engage in culturally responsive teaching and to have a healthy and productive conversation about race, gender, socio-economic differences, learning differences, etc.
 - Create space for and encourage self-reflection on the above topics
 - Ensure that our classes reflect Spring River's Diversity and Inclusion statement and work to consistently bring a deeper understanding of our children's needs and how to serve them best within our community.

Administrative Responsibilities:

- Weekly: Work with the Faculty Chairs and College of Teachers to develop a healthy meeting rhythm and artfully lead well-organized faculty meetings. Ensure recording of College of Teacher meeting minutes (can delegate minute taking) and share them with colleagues and School Administrator.
- Monthly: Attend Committee Meetings.
- Annually: Work with the School Administrator to hire and onboard new Class Teachers. Coordinate the interview process and follow up with applicants.
- Annually: Assist School Administrator in Annual Review of Parent Handbook & school policies.
- As Needed: 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
- As needed: Participate in the "Separation of Employment Review Board" (voluntary or involuntary) for teaching staff, if needed.

Preferred Qualifications

- A natural community builder who leads by example and encourages collective involvement with the school community.

- The ability to create shared, collaborative partnerships.
- A natural mentor, gifted in adult communication and relationships
- Understanding of and commitment to the study of Anthroposophy
- Able to work collaboratively and effectively with various stakeholder groups, including faculty, administration, Board, parents, and students.
- Waldorf Education Administrative Certification or the willingness to complete Waldorf Education Administrative Certification

Requirements

- Extensive experience as a teacher, preferably in a Waldorf Setting.
- Experience in a leadership role at previous schools.
- Bachelor's degree in Education
- Waldorf Teaching certificate or equivalent
- Interest and experience in outdoor education
- Strong interpersonal communication skills
- Ability to work effectively with a diverse range of people.

Work Environment

- As an outdoor school, the expectation is that all on-site work is performed outdoors.
- 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 this designation's general duties and physical requirements. 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 on the basis of 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.