



School Administrator
Garden City, NY

WALDORF SCHOOL of GARDEN CITY





About Our School

The Waldorf School of Garden City

Having recently celebrated its 70th anniversary, the Waldorf School of Garden City is dedicated to educating children through the active experience of knowledge. Our School has a rich history of translating the remarkable insights of Rudolf Steiner into educational programs addressing the ever-evolving character and needs of each generation of children.

With classes from Parent-Child through Grade 12, the School currently enrolls 361 children representing a diversity of ethnic, socio-economic, religious, and LGBTQ+ communities. Located in suburban Long Island, several miles east of New York City, the School's resources include a ten-acre main campus, a camp/biodynamic farm in Southern New Hampshire (Camp Glen Brook), a teaching staff of over 60 faculty members, and a growing endowment.

The Waldorf School of Garden City is accredited by the New York State Association of Independent Schools (NYSAIS) and the Association of Waldorf Schools of North America (AWSNA) and is recognized by the New York State Education Department.

Our Mission

The Waldorf School of Garden City educates children to meet the world with purpose, gratitude and respect.

Our curriculum, inspired by Rudolf Steiner, progresses in accordance with child development: awakening students to the experience of knowledge, strengthening their sense of moral responsibility, and empowering them to act with courage and conviction.

The School's aim is to graduate a diverse group of young people distinguished by the scope and acuity of their minds as well as the depth and integrity of their character.



The Administrator Opportunity

Reporting to the Board of Trustees, the School Administrator is responsible for management and oversight of the School's daily operations and related staff resources (other than pedagogic matters). Working closely with all leadership groups, the Administrator provides a framework for achieving the School's pedagogical mission, ensuring that administrative and operational efforts support the larger institutional goals.

Through oversight of the long-term strategic work of the School, the Administrator links the School's strategic plan with fiscal and operational realities to ensure sustainable institutional growth and development.

The School Administrator works within a system of governance that includes the Board of Trustees, the College of Teachers, a Faculty Chair, three School Section Chairs (High School, Lower/Middle School and Early Childhood) and an active and engaged faculty.



Essential Duties & Responsibilities

The School Administrator, working in a collaborative system of governance, is responsible for the following:

- Administer the day-to-day operations of the School (other than pedagogic matters), including exercising fiscal, budgetary and legal authority, as well as managing risk and School resources in collaboration with designated School leadership groups.
- Lead and manage the School's administrative and operations staff related to Budget & Finance, Enrollment, Marketing & Outreach/Communications, Development & Alumni Relations, Buildings & Grounds, Information Technology, Support Services and Auxiliary Programs, such as the Summer Program and Camp Glen Brook (the School's 250-acre New Hampshire property).
- Support and guide the long-term strategic aims of the School, working with the Board of Trustees (in legal and financial realms) and the College of Teachers (in the pedagogical realm).
- Guide all activities related to implementing the School's Facilities Master Plan, including the development and execution of specific capital projects, as well as the cultivation, solicitation and stewardship of Capital Campaign major donors.
- Provide leadership, through appropriate collaboration with the Faculty Chair, College of Teachers and Board of Trustees, to develop and implement administrative and operational policies, procedures and best practices.
- Serve as primary liaison to the School's Board of Trustees, keeping the Board Chair informed of substantive issues, while organizing and guiding the work of the full Board and its Committees.
- Participate in School leadership groups, including the Administrative Circle, the College of Teachers and the Board of Trustees (as an ex-officio member).



Candidate Information

Required Qualifications

- Bachelor's degree from an accredited college or university, with advanced degree or certification preferred.
- A minimum of five years of administrative leadership experience in a not-for-profit setting.
- Strong financial background, with experience in not-for-profit environment preferred.
- Exceptional project management skills.
- Excellent organizational skills, and excellent written and verbal communication skills.
- Understanding of school-related legal issues.
- Willingness to understand and embrace Waldorf education.

How to Apply

To receive full consideration, candidates must submit a letter of interest, a current CV and a list of five references (to be contacted with permission) as soon as possible. All materials will be kept confidential.

To apply, please send required documents to:

WaldorfSearchCommittee@waldorfgarden.org

(Include your name and the position title in the subject line of your email.)

or to:

School Administrator Search Committee

Waldorf School of Garden City
225 Cambridge Ave
Garden City, NY 11530

The School's comprehensive benefits package includes health, life and disability insurance, along with a School-funded retirement account, and ample funds for professional development. With a highly competitive salary range, based upon experience, our School is committed to supporting its faculty and staff.

The Waldorf School of Garden City promotes respect for all students, employees and applicants, and prohibits discrimination to the full extent required by law, including discrimination based on race, color, ethnic or national origin, religion, creed, sex, gender, gender identity or expression, sexual orientation, age, disability, predisposing genetic characteristics, pregnancy, familial or marital status, military status, or any other category which is protected by applicable federal, state or local law.

