

Community School for Creative Education (CSCE)
Head of School
Job Description
2022-2023

Pending Board Approval

Reports to: CSCE Board of Directors

Overview:

Qualifications: CSCE is seeking a HEAD OF SCHOOL who possesses most or all of the following qualifications:

- Visionary leadership focused on harnessing Waldorf education - or another whole-child approach - to advance equity
- Authentic community engagement
- Strategic planning
- Administrative management
- Fundraising
- Teaching experience in the TK-8 grades
- Experience as a principal in the TK-8 grades
- Administrative experience in a charter school
- Record of success working collaboratively with faculty and staff and students to increase academic achievement of students

The HEAD OF SCHOOL is passionate about CSCE's equity-focused, trauma-sensitive intercultural Waldorf vision and mission and demonstrated capacity to engage the whole child whole, whole school and whole community to serve all children with special focus on children from traditionally marginalized communities including children from low-income families and multilingual learners. Further, the HEAD OF SCHOOL must have a demonstrated capacity of leadership for this work, of effectively developing and extending community relations to advance this work, as well as an expressed willingness and a plan to be accessible to donors and community partners.

The HEAD OF SCHOOL reports to the Board and supports and oversees the leadership team and members of the staff in ensuring that the school is implementing the CSCE 2021-2026 Charter and focused on meeting its performance goals.

The HEAD OF SCHOOL works to sustain and foster relationships with existing and new community and funding partners that further the organization's mission. They are a big thinker who is able to share and communicate the vision of the organization to all stakeholders, students, staff, community and current and potential funders and partners of policy, research and practice, and build lasting relationships with those interested in advancing the mission. They are strong writers, multiculturally fluent, have strong interpersonal skills, powerful organizational skills and are deeply committed to the school's vision of a Waldorf Full Service Community School to advance equity.

Learn more about the CSCE approach by visiting our [website](#).

Key Responsibilities of the Head of School

Program Development and Delivery

- **The HEAD OF SCHOOL's chief duty and responsibility is to implement the [Community School for Creative Education Charter 2021-2026](#) .**

- **Key in executing this responsibility is to follow the following 5 organization-wide goals:**

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1. Deepen and extend our intercultural, trauma-centered Waldorf, Common Core-aligned equity-focused curriculum;
2. Test and document Waldorf, Common Core-aligned equity-focused practices as measured in student and adult learning outcomes;
3. With the Chief Business Official, maintain a well-operated budget, operations and HR;
4. Continue authentic community engagement with our broader community (including families, community partners, policy & research community) to further advance our full service Waldorf community school model; and
5. Maintain long-term fundraising strategy for scale-up and financial stability.

Human Resources

- With the Chief Business Official, the HEAD OF SCHOOL is responsible for guiding Staff hiring and teacher and leadership hiring and evaluation against job description

Systems and Structures

- The HEAD OF SCHOOL is responsible to oversee and support
 - Strengthening of SPED capabilities
 - Strengthening and transparency of systems to support student learning growth and behavioral conduct
 - Strengthen and transparency of systems to support staff learning growth and conduct
 - Strengthen and transparency and growth of CSCE function as full service community school

Curriculum and Instruction

- The HEAD OF SCHOOL is responsible to support and evaluate:
 - On testing and documenting Waldorf-inspired, Common Core-aligned practices as measured in student and adult learning outcomes:
 - Own school playbook and hold each other accountable
 - Implements, and strengthens the Community School's results-oriented Professional Learning Community
 - Guides teachers to build, adapt or adopt standards-aligned performance-based assessments to measure progress towards grade level standards;
 - With staff leadership, develops, implements and monitors the professional development plan for the CSCE whole staff Professional Learning Community;
 - With staff leadership, builds a strong Multiple Response to Intervention (M-RTI) Plan (involving academic and behavioral data), monitors against the plan, conducts school-wide assessment and data collection and builds whole staff capacity and confidence to do the same;
 - Oversees student conferences and reporting;
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- Guides CSCE Special Education department and program as integral part of school-wide program;
- Oversees implementation of CSCE student discipline policy.

Extended Learning Acceleration

- The HEAD OF SCHOOL is responsible to oversee and support:
 - strengthening of SPED capabilities
 - strengthening and transparency of systems to support student learning growth and behavioral conduct
 - strengthen and transparency of systems to support staff learning growth and conduct

Community Building and Community Relations

- The HEAD OF SCHOOL is responsible to lead, oversee and support
 - Lead, oversee and support parent communications and involvement
 - Deepening and extending relations with current and prospective community partners
 - Deepening and extending relations with our founding partners Faith in Action East Bay and Attitudinal Healing Connections

Compensation:

- Salary & benefits commensurate with experience and credentialing

Physical Demands:

- Frequent: Sitting, walking, standing, reading, writing, keyboarding, close visual work, conversing, and listening.
- Occasional: Lifting and Carrying
- Infrequent: Pushing and Pulling
- Maximum Weights: Lift 25 lbs. /Carry 25 lbs.
- Bonding and/or Testing Required: Clear TB Test, Criminal Justice Fingerprint Clearance

Work Environment:

- School site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public.

CSCE is an equal opportunity employer

CSCE employs staff of any race, color, national or ethnic origin, ancestry, citizenship, religious affiliation, actual or perceived gender, sexual orientation, marital status, veteran status, age, physical or mental disability, or medical condition where the latter do not impair job performance with reasonable accommodations, and accords them all rights, privileges,

programs, and activities generally accorded to and made available to staff at the school. CSCE will not discriminate on the basis of any of the above factors, nor any basis prohibited by law.
