

**Community School for Creative Education (CSCE)
Head of School
Job Description
2024-2025 (as of March 22, 2024)**

Reports to: CSCE Board of Directors

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

- Visionary leadership focused on harnessing Waldorf education to advance equity
- TK-8 teaching experience in an inclusive and diverse district and/or charter school
- TK-8 principal experience in an inclusive and diverse district and/or charter school
- Experience working collaboratively with faculty, staff, students, and their families to advance student learning and growth.
- California Teaching Credential
- California Administrative Credential
- Certificate in Waldorf Education
- Fundraising experience

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 school, and whole community to serve all children with a particular 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 leadership capacity for this work, effectively developing and extending community relations to advance this work, and an expressed willingness and a plan to be accessible to donors and community partners.

The HEAD OF SCHOOL reports to the CSCE Board and supports and oversees the leadership team and staff members in ensuring that the school implements the CSCE 2021-2026 Charter and is 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 visionary who can share and communicate the organization's vision to all stakeholders, including students, staff, community, current and potential funders, and policy, research, and practice partners, as well as build lasting relationships with those interested in advancing the mission. They are a strong writer, multiculturally fluent, have strong interpersonal and organizational skills, and are deeply committed to the school's vision of a Waldorf Community School to advance equity.

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

Key Job Priorities

- Reduction of chronic student absenteeism.
- Increase in student enrollment.
- Increase in student achievement.
- Receive and implement Waldorf Education training.

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** with the following **organization-wide goals**:

1. Recruitment and retention of CSCE student body against budgeted student enrollment goals;
2. Deepen and extend our Waldorf, Common Core-aligned curriculum in line with our 2021 -2026 Charter;
3. Oversee the development and evaluation of CSCE faculty and staff
4. With the Director of Finance and Operations, maintain a well-operated budget, operations and HR;
5. Continue authentic community engagement with our broader community (including families, community partners, policy and research community) to further advance our full-service Waldorf community school model;
6. Lead recruitment and retention of CSCE student body;
7. Maintain long-term fundraising strategy for scale-up and financial stability.

Human Resources

- The HEAD OF SCHOOL is responsible to
 - Lead all teacher and leadership hiring;
 - Oversee all staff hiring;
 - Serve as the primary evaluator for all teachers and leadership;

Board of Trustees Relationships

- Regularly communicates with the Board Chair (or designated Trustee/Director);
- Reports to and seeks input from the Board and appropriate committees;
- Develops and implements recommendations of the Board of Trustees/Directors
- Regularly reports to the Board on progress against goals set & school cultural activities.

Systems and Structures

- The HEAD OF SCHOOL is responsible to oversee and support continuous improvement of:
 - The systems to support student learning, conduct, and growth.
 - The systems to support staff learning, conduct, and growth.
 - The systems to support CSCE as a full-service community school.

Curriculum and Instruction

- The HEAD OF SCHOOL is responsible to oversee and evaluate:
 - Implementation of CSCE Professional Learning Community
 - Building, adapting, or adopting standards-aligned performance-based assessments;
 - Building a robust Multiple Tiered System of Support (MTSS) Plan (involving academic and behavioral data), monitoring against the plan, conducting school-wide assessment and data collection, and building whole staff capacity and confidence to do the same
 - Conducting formal teacher observations.

Student Discipline and School Culture

- The HEAD OF SCHOOL is responsible for overseeing:
 - Implementation of CSCE student discipline policy;
 - Implementation of the CSCE Special Education Department as an *integral* part of the school-wide program;
 - Coordination, communication, and execution of student conferences and reporting;
 - Coordinate the CSCE Multi-tiered Student Attendance Support initiative.
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Community Building and Community Relations

- The HEAD OF SCHOOL is responsible to lead and oversee
 - External communications with families, community members, local authorizers, funders, and other external partners;
 - Deepening and extending relations with current and prospective community partners;
 - Deepening and extending relations with our key founding partners Faith in Action East Bay and Attitudinal Healing Connections;
 - Monthly meetings for the CSCE English Learner Advisory Committee (ELAC) and invigorate the CSCE Parents & Families in Action;
 - Student recruitment, enrollment and retention through 8th grade.

Finances

- The HEAD OF SCHOOL is responsible to lead, with Director of Finance and Operations:
 - Budget development and review;
 - Fundraising against budgeted goals.

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

Maximum Weights: Lift 25 lbs. /Carry 25 lbs.

Bonding and 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 based on any of the above factors nor any basis prohibited by law.
