Stone Bridge School
Job Description – Executive Director
FTE: 220 Work Days, 9 Paid Holidays  revised 1/26/21

PROGRAM ADMINISTRATION

Personnel Management
- Responsible for hiring, termination and personnel management of all school employees and contractors including: all faculty/teaching staff (full and part-time), Educational Program Director, Office Coordinator, Administrative Assistant, Office Assistant(s), Educational Support Specialist, Aftercare Coordinator, Summer Camp Coordinator, custodians, etc.
- Evaluate performance of Educational Program Director, Office Coordinator, Administrative Assistant, Office Assistant(s), Educational Support Specialist, Aftercare Coordinator, Summer Camp Coordinator.
- Provide input into teacher evaluation process conducted by Educational Program Director.
- Oversee, support, and guide the work of the Administrative Team (e.g. Educational Program Director, office staff, etc.), and provide assistance as needed.

Educational Leadership and Resource/Special Education Oversight
- Support the Educational Program Director’s role in educational program development, delivery, and assessment of public Waldorf curriculum to ensure educational goals and directives stated in the school charter are realized.

FISCAL AND LEGAL MANAGEMENT

Financial Management
- Management of annual budget development and adoption
- Ongoing oversight of expenditures, revenues, payroll, contracts, and budget reporting
- Financial long range planning

Legal Management
- Ensure school compliance with all state and federal charter school laws.
- Ensure legality and compliance in all school policies/procedures (including enrollment, admission, and student attendance).
- Negotiate facility lease agreements and annual Prop 39 facilities request with NVUSD.
- Negotiate Memorandum of Understanding (MOU) with Napa Valley Unified School District.
- Annually develop and publish the School Accountability Report Card (SARC).
- Assist the Educational Program Director in developing the Local Control and Accountability Plan (LCAP).
- Oversee the annual independent school audit.
- Manage charter renewal process.
- Pursue and/or maintain Local Educational Agency (LEA) special education status.
- Engage and work with the school’s legal team as needed.

SCHOOL OPERATIONAL OVERSIGHT AND MANAGEMENT
- Identification, development, revisions, and approval of school policies and procedures
- Oversight of site and facilities maintenance and improvements including ADA compliance
- Provide support as needed to staff overseeing technology infrastructure for SBS.
- Serve as the SBS Incident Commander during emergencies.
- Perform crisis management as needed.
SCHOOL, DISTRICT, AND COMMUNITY RELATIONS

Facilitation of Faculty, Student, Parent relationships
- Develop a strong collaborative working relationship with all stakeholders.
- Oversight of Complaint and Conflict Resolution policies and procedures
- Schedule and address school community at school meetings.
- Oversight of school-wide communications

Participation in School Governance Bodies and Committees
- Participate in Charter Council (CC) meetings as the school’s Executive Director, providing recommendations, information, and documentation to support agenda items as needed. Work with the CC Chair to help prepare monthly meeting agendas and provide monthly administration reports for CC meetings.
- Participate in Parent Council (PC) meetings as the school’s Executive Director, providing recommendations, information, and documentation to support agenda items as needed. Provide monthly administration reports for PC meetings.
- Participate as a full member of the Faculty Council. Participate in weekly Faculty Council agenda-planning meetings led by the Educational Program Director.
- Form and oversee Administrative Committees, as needed (e.g. Budget/Finance, Site and Hiring).
- Facilitate regular Talking Heads meetings and activities with the chairs from the Charter Council, Parent Council, and Faculty Council.

External Communication and School Representation
- Develop and maintain a positive working relationship with Napa Valley Unified School District (NVUSD), and serve as their primary school contact. This includes participating as a member of the NVUSD Management Team, working with the NVUSD Charter Liaison, etc.
- Serve as primary school contact with the Alliance for Public Waldorf Education, California Charter School Association (CCSA), North Bay Administrators and other Waldorf schools and charter advocate groups as appropriate.
- Serve as school’s primary spokesperson to the Napa community and media contacts.

ADDITIONAL QUALIFICATIONS AND EXPECTATIONS

Skills, Knowledge and/or Abilities Required
- Solid knowledge of child development and Waldorf curriculum
- Solid experience with or knowledge of state and federal charter school laws and charter school operations
- Understanding of special education law and delivery of special education services
- Ability to maintain confidentiality
- Ability to communicate effectively, respectfully, and in a timely manner, both verbally and in writing
- Ability to work cooperatively and collaboratively with all stakeholders (including school employees, students, parents, and the community at large)
- Ability to make decisions strategically and solve problems effectively, while keeping the long-term success of the school at the forefront
- Strong organizational, time-management, prioritization, and delegation skills
- Strong leadership, conflict resolution, interpersonal, and performance management skills
- Ability to motivate and develop staff while building morale and teamwork
- Ability to support positive working relationships between colleagues throughout the school
- Ability to hold big picture priorities in mind while navigating the minutia of daily operations
- Ability to serve as a strong advocate and ambassador for the school, skilled public speaker
• Commitment to continual self-reflection and self-improvement
• Professional, approachable, and respectful of others

**Education/Experience/Qualifications**
- Preference for Waldorf Certification
- Preference for State Teaching Credential
- Preference for Teaching Experience
- Preference for Administrative Credential (mandatory if required by legislation, at employee’s expense)
- 4-Year degree required (preference for advanced degree)
- Supervisory and/or managerial experience
- Budget development experience (preference for experience with school budgets)
- Preference for grant and/or fundraising experience
- Preference for facilities management experience

**Other Requirements**
- Fingerprint Check and Criminal Records Clearance
- Clear TB test
- CPR and First Aid Certificate

**IMPORTANT NOTE**

Stone Bridge School’s Administrative Team structure relies on two foundational positions working closely together for the success of our school. This job description describes the role of our Executive Director, whose position is primarily operational and focuses on managing the needs of the business, including program administration, fiscal and legal management, school operational oversight, and building strong relationships with all stakeholders within our school, the district, and the larger Napa community. The second foundational role is that of the Educational Program Director, whose position is primarily pedagogical and focuses on supporting our teachers, students, and the development, delivery, and assessment of our robust, Waldorf-inspired public charter school curriculum. This Administrative Team structure has evolved over time and may be reimagined again in the future based upon the needs of the school and the skills and experience of the individuals holding these positions.

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**Stone Bridge School is an Equal Opportunity Employer**

It is the policy of the Stone Bridge School that no applicant, client and/or employee of the school shall, on the basis of race, color, religion/creed, ethnic/national origin, political affiliation, sex (including pregnancy, gender identity, and sexual orientation), disability, veteran status, marital status, genetic information, or age (40 or older) be excluded from participation in or be denied the benefits of or otherwise be subjected to discrimination under any program or activity which SBS operates. This policy applies to every aspect of employment, advancement, transfer, demotion, lay-off, termination, rate of pay and selection for training.