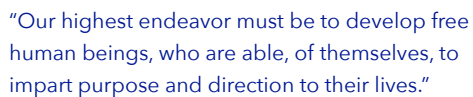


Director of Admissions

A stylized line drawing of a tiger's head, facing right, with its mouth open showing teeth. It is part of the logo for the University of Tennessee.

Go, Wildcats!

Waldorf Education

Waldorf Education is based on educator and philosopher Rudolf Steiner's (1861-1925) research on child development. The Waldorf approach recognizes the simple but profound insight that children learn in distinctly different ways at different stages of their development. Waldorf teachers are dedicated to teaching in ways that profoundly meet the needs of the developing human being, and the curriculum fosters an unfolding of the student's natural capacities. In classrooms filled with light and life, Waldorf students learn traditional academic subjects through distinctive and time-tested teaching methods that serve their intellectual, physical, emotional, and spiritual development. Engaging the hands, heart, and mind cultivates an inner enthusiasm for learning.

Waldorf Education speaks to the body, heart, and soul, as well as the mind. The academically challenging curriculum is balanced by a program rich in music, drama, fine and applied arts, movement and practical skills. Grounded in the classics, academic courses expose students to the great ideas of mankind, the events that shaped civilizations, the beauty of mathematics, the power of the arts, and the wonder of the natural world. Every student participates in all subjects. The scientist experiences the joy of creating music. The musician explores the physical and natural laws of the sciences. The artist discovers the practical aspects of calculus. Rather than turning out specialists at the age of eighteen, the school graduates well-rounded and capable students who are confident in their ability to learn from the world, and to contribute to the world.

WSOC Community

Part of a worldwide educational movement that began 100 years ago, Waldorf School Orange County has been helping families raise well-balanced and multifaceted young people since its founding in 1988. With classes from Parent-Child through Grade 12, our school enrolls 350 students representing a diversity of our local community. Located in Costa Mesa, California, our school borders Talbert Nature Preserve and honors the native people of this land, the Acjachemen Nation. Located three miles from the beach, our school is surrounded by open space and hiking trails on the Fairview Park bluffs. Our faculty and staff of over 70 employees are committed to fostering the school's mission and are active participants in supporting its vision for the future.

Our Mission

WSOC offers a curriculum that meets the students' age-related capacities and fosters in each student a genuine interest in the world, an intellectual curiosity, a connection to the human spirit, and a sense of purpose in life.

"Being personally acquainted with a number of Waldorf students, I can say that they come closer to realizing their own potential than practically anyone I know."

Joseph Weizenbaum, Professor Emeritus,
Massachusetts Institute of Technology



The Job Opportunity

The Admissions Director is responsible for strategically planning all aspects of enrollment with the goal of achieving full classes. Full class size is determined by the College of Teachers and Board of Trustees.

Candidate Information

Core Competencies

Leadership – Brings expertise and applies demonstrated leadership skills to oversee the long-term, strategic work of the School; exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback; gives appropriate recognitions to others.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; adapts strategy to changing conditions and needs.

Problem Solving – Understands and implements sustainable decision making processes; resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Supervising People – Inspires and motivates with positive, clear messaging; Includes appropriate staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; available to staff; provides regular performance feedback; develops staff skills and encourages growth; solicits and applies feedback; fosters quality focus in others; continually works to improve management skills of self and others.

Education and Experience

- A minimum of three years of administrative leadership experience in a not-for-profit setting preferred; related experience considered
- College BA or equivalent
- Familiar with Waldorf education and the principles on which it is based
- Outstanding verbal and written communication skills
- The ability to organize and multi-task
- Experience in supervising a team is beneficial
- The ability to maintain confidentiality is a must
- Proficient in Microsoft Word, Excel, Google Platform and have a solid foundation of computer proficiency
- Able to foster a strong spirit of teamwork amongst colleagues

Essential Duties & Responsibilities

The role is responsible for the following:

- Supports the Mission and Vision of WSOC
- Understands and adheres to the need for confidentiality
- Does not gossip or share information about others or participate in spreading rumors at any time
- While at work, does not engage in personal conversations or other sensitive business activities in the presence of school families
- Completes assignments with a positive attitude, following accepted procedures and practices even when workloads and demands are high
- Demonstrates a clear ability to work with others to achieve a common goal
- Presents a professional appearance in dress and grooming
- Adheres to the attendance policy

Essential Functions

This list is meant to be representative, not exhaustive.

- Manages inquiries and meets with prospective families.
- Conducts Pre-Interview Screenings
- Schedules Early Childhood Family Interviews
- Schedules and participates in Grades and High School Family Interviews
- Arranges for Class Visits for students
- Maintains relationships with those in Wait Pools
- Arranges and hosts new/potential Parent Meetings and Tours, including, but not limited to, Walk Through the Grades (6-8 annually), Early Childhood Information Evenings and Morning in the Kindergartens, High School Open House, 8th Grade High School Visit Day, and New Family Welcome
- Coordinates first grade assessments with the Resource Teacher
- Writes and distributes welcome letters to all new students and rising 1st Graders
- Represents WSOC at Enrollment Conferences
- Maintains consistent faculty communication regarding enrollment
- Supervises the Registrar/Admissions Assistant and provides annual review of employee
- Partners with the Marketing Director to advise BMG about pricing strategies, customer needs and satisfaction
- Partners with the Marketing Director in creating flyers, brochures and promotional enrollment materials
- Serves as an Editor, when needed, for school communications
- Maintains awareness of educational program offerings in O.C. and Waldorf schools worldwide
- Maintains Admissions Budget
- Attends school meetings including, but not limited to, Directors Meeting, All-Staff Meeting, Monthly Board Meeting, departmental meetings, and leads Admissions Task Force Meetings.

Physical Demands

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods. The employee must frequently reach with hands and arms. The employee occasionally is required to use hands to handle or feel items. In addition, s/he must be able to talk and hear, stand and walk; and bend/stoop/twist/squat/kneel. The employee will be required to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

Work Environment

While performing the duties of this job, the employee regularly works both outdoors and indoors. Occasionally, s/he will work near visual displays. The noise level in the work environment is moderately noisy with constant foot traffic near the workstation.

Working hours are Monday through Friday from 8:00 am to 4:30 pm, and evenings and weekends as needed/requested for Admissions events and meetings. Employee will work year-round with reduced summer hours.

Diversity, Equity and Inclusion

The Waldorf School Orange County promotes respect for all students, employees and applicants, and prohibits 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.

Employee Benefits

The School's comprehensive benefits package includes health, life and disability insurance, along with a School-sponsored retirement account, and funds for professional development. Employees with children for whom they are a legal guardian are afforded tuition remission for these children registered at WSOC for the length of their employment. With a highly competitive salary range, based upon experience, our school is committed to supporting its faculty and staff.

Salary Range

\$64,746 to \$84,570

How to Apply

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

To apply, please send required documents to:

employment@waldorfschool.com

Waldorf School Orange County

2350 Canyon Drive, Costa Mesa, CA 92627

Our School Vision

WSOC has the vision of a world where the sanctity of childhood is protected; the unique gifts of every student are respected; and graduates courageously embrace the future as engaged global citizens.



Waldorf School Orange County is an Equal Opportunity Employer

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*



WALDORF SCHOOL
ORANGE COUNTY

Serving students from 18 months to 18 years
2350 Canyon Drive, Costa Mesa, CA 92627
949-574-7775

www.waldorfschool.com