



BLUE OAK SCHOOL

A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

DESCRIPTION JOB TITLE: Education Director

Job Purpose Statement: The Education Director is charged with ensuring the effective implementation of Waldorf-inspired, State Standards based education. The Education Director supervises faculty, all education support staff, and assists the Executive Director in managing the day-to-day operations of the Charter School, responding to academic and behavioral issues as necessary, and other specified duties as assigned.

This is an administrative and Leadership Team level position that reports to the Executive Director.

Essential Job Functions:

- **Collaborates** with Executive Director, the Director of Special Education, faculty and staff for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for school general education programs for the purpose of providing services with fiscal efficiency.
- **Directs, supports, supervises and evaluates** Class, Specialty, and Intervention teachers and aides, other personnel and contractors, for the purpose of delivering the Waldorf Inspired and State Standards based educational program.
- **Evaluates** General Education programs and monitors the implementation of Waldorf inspired curriculum and compliance with California State Standards for the purpose of carrying out and achieving objectives within area of responsibility.
- **Supervises** the training of general education teacher's including Waldorf training, mentoring, contractors and special education instructional assistants for the purpose of assuring well-trained personnel.
- **Assures** correct planning and implementation of educational supports such as 504's schoolwide.
- **Facilitates** meetings and processes, for the purpose of implementing and maintaining Waldorf Education programs and services of Blue Oak School which achieve desired objectives.
- **Implements** assigned programs and/or projects for the purpose of conforming to Blue Oak School and state curriculum and/or instructional objectives.
- **Develops** proposals, new programs, budgets and grants for the purpose of meeting Blue Oak goals in collaboration with the Education Director and Executive Director.
- **Communicates** information on programs, services, and regulations to potential and current parents, school personnel, and the Charter Council for the purpose of understanding of the programs.

- **Recruits, and oversees hiring** of the general education staff including faculty, aides, and contractors for the purpose of carrying out objectives within areas of responsibility.
- **Represents** Blue Oak School in IEP's, public meetings and other venues as needed.
- **Supervise** and assist in evaluation of student progress through coordinating academic assessments.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Advices** Executive Director regarding Waldorf Inspired educational practices and other matters.

Job Requirements – Qualifications

- **Experience Required:** Attainment of a Bachelor's Degree; California Multiple Subject Teaching Credential; A minimum of three years experience as a Waldorf elementary teacher; Waldorf Certification
 - Preference will be given to candidates who possess an Administrative Services Credential, additional public or private education or administrative experience, management experience, public speaking ability, and fluency in foreign language.

Skills, Knowledge and/or Abilities Required:

Skills to manage personnel and programs, communicate effectively, problem solve.

Knowledge of Waldorf Pedagogy and programming, California and Federal education law and regulations and BOS policies.

Abilities to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation.

- **Licenses, Certifications, Bonding, and/or Testing Required:** Department of Justice Live Scan Clearance

Equal Opportunity Employer

It is the practice of Blue Oak Charter School to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Blue Oak Charter School will provide reasonable accommodations for qualified individuals with disabilities., which include but are not limited to providing written support and/or conveying information; serving as a resource to patrons, school personnel and the Charter Council; and maintaining adequate staffing to ensure objectives of programs and services are achieved with budget in conjunction with the Executive Director.