

Kimberton Waldorf School CORE TEAM MANDATES

General Mandate: The Core teams carry the management and visionary leadership of the Upper School, grades 9-12, and the Lower School and Early Childhood sections of the school, grades EC-8. They proactively guide work to strengthen the creative meeting of the needs of today's preschool children, grade school children and adolescents in a Waldorf learning environment. Other mandated responsibilities include hiring searches as mandated from the GT, ensuring teaching quality through teacher evaluation, mentoring and teacher development, and coordinating and finalizing decisions in matters concerning the day-to-day administrative and pedagogical life of the sections of the school. The teams receive delegated tasks from the Governing Team and keep the Governing Team informed. The Upper School and Lower School Core teams are chaired by a Governing Team member, or Core Team Leader. The Governing Team is responsible for the formation and management of the core teams. There are no predetermined term limits for core team members. The GT selects core team members based on competence, ability and availability to serve.

Relationship to The Governing Team: One GT member leads the Lower School Core Team and one leads the Upper School Core Team. They chair the core teams and are responsible for giving direction and leadership to the work of the core team and to their respective section of the school. They will work with the core teams in an open, cooperative and effective manner in their roles as GT members. The Lower School Core Team leader is responsible for coordinating with the Early Childhood faculty. The core teams may receive mandated tasks from the GT. The GT is responsible for the formation, management, and annual review of the core teams.

Relationship to Faculty and Staff: The Board, faculty and staff of the school provide a mandate for the core teams to operate. While this role necessarily creates a management hierarchy, this authority is granted by means of the mandate. The GT is responsible for performance reviews of the core teams and will include input from faculty and staff. The core teams provide oversight for the faculty in their respective sections of the school.

MAJOR AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

Section meetings: Core teams are responsible for the management of High School and Lower School section meetings.

Teacher evaluation and mentoring and professional development: The core teams are responsible for managing evaluations and professional development of faculty, and for responding to parent or student concerns relating to teaching quality.

Hiring and Firing: The core teams are responsible for hiring searches as mandated by the Governing Team. This may include giving input to the GT in hiring decisions. The GT may also seek out core team input on teacher performance in regard to renewal of teaching agreements, or termination of teaching agreements.

Enrollment Process: The core teams work with admissions staff to support our admissions processes. The core teams work with the GT to identify and address retention issues. Core team members are available to parents to hear and address concerns related to their section of the school.

Support of the Governing Team: The core teams may be asked for input into the budgeting process, teaching assignments and other topics as needed by the GT and the Dean of School.

Programs and Pedagogy: The core teams assist the GT in the ongoing review and development of the pedagogical program at the school. They work with their respective sections of the school on an ongoing basis to improve pedagogy and creatively meet the needs of students.

Communications: The core teams are responsible for facilitating effective communications with faculty in their section of the school, and supporting the Governing Team and the Dean of School in communication with parents. Core team members are available to hear parent concerns related to their section of the school. The core team members are part of the public face of the school, along with Board members and others, who participate in meetings and presentations to the external and internal community as required. In meetings with parents, teachers, staff and community, the

core team members communicate KWS' values, relevant information and school policy with tact, clarity, competency and sensitivity.

Core Team Leaders:

The Core Team Leaders are mandated to lead the Upper School and Lower School Core Teams in fulfilling their mandates. The Core Team Leaders chair their respective core teams and are responsible for giving direction and leadership to the work of the core teams. The Core Team Leaders work with the core teams in an open, cooperative and effective manner. This includes the responsibility and authority for seeing that the core team meetings are well run with agendas, facilitation, minutes, action items. An important aspect of Core Team Leader's job is proactively guiding the faculty to continually improve the quality of the education and teaching. This may include staff training, evaluations and mentoring, and program development. Each Core Team Leader also acts as one of the public faces of the school. In meetings with parents and teachers, the Core Team Leaders communicate KWS' values, relevant information and school policy with tact, clarity, competency and sensitivity. The Core Team Leaders are members of the Governing Team, and acts as a liaison between the Governing Team and the core teams. The Lower School Core Team Leader also acts as a liaison to the Early Childhood Faculty.

Early Childhood Core Faculty: The lead teachers of the Kindergarten and Rosebud Program make up the Early Childhood Core Faculty. Their responsibilities are similar to that of the Core Teams. They proactively guide work to strengthen the creative meeting of the needs of today's preschool children. Other mandated responsibilities include participating in hiring searches as mandated by the GT; evaluations, mentoring and professional development of assistants, and coordinating and finalizing decisions in matters concerning the day-to-day administrative and pedagogical life of the Early Childhood program. Evaluation of lead teachers is managed by the Lower School Core Team. The Early Childhood Core Faculty receive delegated tasks from the Governing Team and keep the Governing Team informed.

-Reviewed and revised by the Governing Team October, 2018.