

Kimberton Waldorf School DEAN OF SCHOOL MANDATE

General Mandate: The Dean of School is mandated by the Board, faculty, and staff of Kimberton Waldorf School to carry the management and visionary leadership of the school. The Dean of School is responsible for overseeing, coordinating and finalizing decisions in all matters concerning the day-to-day operational, administrative and pedagogical life of the school. In addition, the Dean of School takes a pro-active approach on all matters concerning the short, mid- and long-term development of the school.

Hiring and Evaluation: The Board of Trustees, in consultation with the faculty, hires the Dean of School, and s/he is responsible to the Board. A special committee of the Board of Trustees performs an annual review of the Dean of School with input from the other Board members, faculty, and staff members.

Relationship to the Governing Team: The Governing Team is made up of the Dean of School and the High School and Lower School core team leaders. The Dean of School chairs the Governing Team. The Governing Team works in support of the Dean of School. The Dean of School is responsible for annual review of the Governing Team.

Relationship to the Board: While the Board has ultimate fiduciary responsibility for the school, the Board, through this mandate, delegates the day-to-day management of the school to the Dean of School. As with any Head of School function, the Dean of School reports regularly and comprehensively to the Board so that the Board may be apprised of progress, issues, challenges, successes and concerns related to ongoing expectations of the operational activity of the school. The Board expects the Dean of School to carry this work in a professional and transparent manner. The Board, in conjunction with the faculty and staff, will conduct an annual review of the Dean of School with the purpose of reviewing the previous year's performance and agreeing on goals for the upcoming year, to be scheduled by the June Board meeting.

Relationship to the Director of Business Operations: In the current organization of the Business Office the Dean of School works closely with the DBO and the Business Office Administrator to carry out day to day financial, HR, and operational functions of the school, and financial planning. They are expected to work together in an open, cooperative and effective manner in their respective roles. The DBO is hired by the Board and reports to both the Board and the Dean of School.

Relationship to Faculty and Staff: The faculty and staff of the school provide a mandate for the Dean of School. While this role necessarily creates a management hierarchy, this authority is granted by means of the mandate. The faculty and staff, in conjunction with the Board, will conduct an annual review of the Dean of School performance.

MAJOR AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

Human Resources: The Dean of School is responsible for setting policies for human resources, updating best practices, and ensuring that the school is acting within legal parameters in all personnel matters.

Budget Formation: The Dean of School is expected to work with the DBO and the Finance Committee in the formation of the annual budget.

Programs and Pedagogy: The Dean of School works with the Governing Team on changes in the pedagogical vision and direction of the program, as well as the oversight of teaching staff. The Dean of School will provide reports to the Board on ongoing work on program and pedagogy. The Dean of School will solicit the Board's approval on changes in pedagogical vision and direction of the program that would fundamentally change the educational approach at KWS.

Enrollment Process: The Dean of School has responsibility for the processes of achieving the total enrollment and retention goals established in the budgeting process. This includes marketing and outreach for bringing new qualified student applications, the steps and processes for potential students to visit the school, assessments of potential students, and the decision-making process for accepting potential students. The Dean of School is responsible for proposing and developing policies, procedures, standards and strategies which lead to a successful fulfillment of this activity. The Dean of School is responsible for identifying and addressing retention issues in the pedagogical program. The Dean of School is responsible for presenting to the Board an enrollment plan which supports the goals established in the annual budget.

Communications with Parents: The Dean of School is responsible for facilitating effective communications with the parents, and providing opportunities to hear parent feedback or input.

Oversight and Management of Governing Team and Core Teams: The Dean of School is responsible for the formation, management, and annual review of the Governing Team.

Oversight and Management of Staff: The Dean of School is responsible for the management of maintenance, housekeeping, office and department staff, including reviews, hiring, and firing. (The DBO is responsible for oversight of Business Office staff).

Oversight and Management of Teaching Staff: The Dean of School works with the Governing Team on the management of teaching staff, including annual teaching assignments in relation to budget parameters, and communicating teaching assignments with the business office.

Internal and External Scope: The Dean of School, is one of the public faces 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 Dean of School communicates KWS' values, relevant information and school policy with tact, clarity, competency and sensitivity.

-Reviewed and revised by the Board October, 2018