

## **Kimberton Waldorf School GOVERNING TEAM MANDATE**

**General Mandate:** The Governing Team (GT) is mandated by the Board, faculty, and staff of Kimberton Waldorf School to work in support of, and under the leadership of, the Dean of School, and is responsible for overseeing and coordinating the day to day pedagogical life of the school. In addition, the Governing Team takes a pro-active approach on matters concerning the short, mid- and long-term development of the school. The GT members bring the work of the GT to their respective core teams and vice-versa, and provide leadership to the core teams.

The Governing Team is made up of the Dean of School and the Upper School and Lower School Core Team leaders, who bring insight into the pedagogical life of a Waldorf school and proven capacities for management and organizational development. The Dean of School chairs the Governing Team, and is responsible for annual review of the Governing Team.

**Relationship to the Core teams:** 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.

**Relationship to Faculty and Staff:** The faculty and staff of the school provide a mandate for the GT to operate in support of the Dean of School. While this role necessarily creates a management hierarchy, this authority is granted by means of the mandate. The faculty, direct staff, and Dean of School will conduct an annual review of the GT performance. The Governing Team has oversight of the teaching staff.

**Relationship to non-teaching staff:** The GT supports the Dean's role in oversight of non-teaching staff as needed.

### **MAJOR AREAS OF RESPONSIBILITY AND ACCOUNTABILITY**

**Teacher evaluation and mentoring and professional development:** The Governing Team sets policy for faculty evaluations and oversees that evaluations take place in a timely manner through the core teams. The Governing Team ensures that mentoring and support is provided for teachers in need, again through the work of the core teams. The Governing Team determines policies and provides oversight for professional development of faculty.

**Hiring and Firing:** The Governing Team is responsible for hiring and firing of all faculty. The Governing Team works with the core teams in these processes, forming search committees and gathering input for decisions on terminations or non-renewal of teaching agreements. The Governing Team, through the Dean, informs the board of terminations or non-renewal of teaching agreements.

**Enrollment Process:** The GT supports the Dean of School in the enrollment goals established by the Dean of School. The GT works with the respective core teams to improve retention. The Governing Team works with the core teams to identify and address retention issues in the pedagogical program. The GT is responsible for seeing that the core teams work effectively with admissions staff to support our admissions processes.

**Budget Formation:** The Governing Team is responsible for supporting the Dean of School and DBO in forming an annual budget.

**Teaching Assignments:** The Governing Team is responsible for determining teaching assignments for each academic year.

**Programs and Pedagogy:** The Governing Team is responsible for the review and ongoing development and vision of the pedagogical program at the school. This responsibility is assisted through the core teams, and the lower school, upper school, and early childhood faculty meetings.

**Communications:** The Governing Team is responsible for facilitating effective communications with the faculty, and supporting the Dean of School in communication with parents. The Governing 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 Governing Team members communicate KWS' values, relevant information and school policy with tact, clarity, competency and sensitivity.

**Oversight and Management of Core Teams:** The Governing Team is responsible for the formation and management of the Lower School and Upper School Core Teams. The Governing Team members work with the respective core teams to identify ways to improve and enhance the program and teaching, and to encourage creative thinking in their respective section of the school in regard to program and to nurture the growth in teaching practice. The Governing Team is responsible for an annual review of the core teams.

-Reviewed by the Board October 2018