



Celebrating 30 years
Waldorf School
at Moraine Farm

Waldorf School at Moraine Farm is seeking a dynamic and inspiring leader to guide our vibrant school through a period of new advancement and growth. We are looking for an individual who understands the value of independent school education and who is familiar with the foundations of Waldorf education.

The ideal candidate will be visionary and practical, creative and analytical, and will possess excellent communication skills. Candidates should have experience in all areas of school administration, including finance, admissions, development, marketing and facilities management. It is advantageous to have familiarity and/or prior experience with Waldorf education.

Our next Administrator will be required to work collaboratively with teachers, board members, parents and administrative staff and be a spokesperson for the school and Waldorf education. Honesty, integrity, and the ability to listen and learn on the job are essential requirements for the position.

ABOUT WALDORF SCHOOL AT MORAIN FARM:

Waldorf School at Moraine Farm (formerly, Cape Ann Waldorf School) currently is celebrating its 30th year of bringing Waldorf education to families on the North Shore of Boston. Our school is accredited by AWSNA, WECAN and AISNE. We serve approximately 125 children enrolled in nursery through eighth grade. Our families travel to us from more than 28 cities and towns in Massachusetts and southern New Hampshire.

Our school offers a full Waldorf curriculum. Children in grades one through eight participate in several subject classes, including Physical Education, Music (Strings, Orchestra and Chorus), Handwork, Foreign Language (German and Spanish), and Eurythmy. Our Early Childhood program includes kindergarten, nursery, and a parent-child program.

Our faculty is a diverse, multi-generational group of men and women, with a mix of both new and experienced teachers. We are committed to faculty support and development and provide ongoing mentoring and regular evaluation. In addition, the faculty is supported by a vibrant community of parents, donors, alumni and other friends who are committed to one another and to the social health of the school community.

Our school is situated on a remarkable 10-acre parcel at historic Moraine Farm in Beverly, Massachusetts. Designed by Frederick Law Olmsted in the 1880s, Moraine Farm is a 170-acre working farm and former estate along the shores of Wenham Lake. The school is one of three non-profits owning a portion of Moraine Farm, along with Project Adventure, a leader in outdoor

challenge education, and The Trustees of Reservations, the area's most prominent land trust. The grounds at Moraine Farm include meadows, woodlands, formal gardens and farmland. Trails and carriage roads provide access for our students to other parts of Moraine Farm, as well as the adjacent J.C. Phillips Nature Preserve owned by the City of Beverly.

OUR MISSION:

The mission of Waldorf School at Moraine Farm is to help students discover and develop their individual capacities so that they can fully engage in the world and contribute meaningfully to society. We aim to cultivate clarity of thinking, compassion and moral strength, and purposeful action in our students.

Our educational approach is founded on the time-tested insights into human development applied by Waldorf schools throughout the world. We integrate a rich, age-appropriate curriculum in the humanities, math, and science with music, visual and practical arts, and movement. We work to make lessons active, filled with imagination, and connected with practical life. We recognize that the heart of education is the relationship between teacher and students, which grows and changes to meet the distinct developmental stages of the child.

Building community is also vital to our mission. Faculty, parents, alumni, and friends collaborate to tend and grow the school, modeling the lifelong learning, fruitful cooperation, and purposeful work we aim to develop in our students.

ABOUT THE OPPORTUNITY:

The Administrator reports to the Board of Trustees and oversees the administrative and business operations of the school, ensuring that the school adheres to and pursues its stated mission, achieves and maintains financial health and stability, complies with all applicable laws and regulations, appropriately manages risk, and implements strategies and policies set by the Board of Trustees. The Administrator provides leadership to the school as a whole, supervising and guiding the work of all administrative staff and committees, ensuring adequate communication among all school constituencies, as well as the broader community, and supporting the faculty in their pedagogical work with the students. At this time, the Administrator provides leadership and support to over 30 dedicated members of faculty and staff.

DESIRED ATTRIBUTES, SKILLS AND EXPERIENCE:

Strong candidates for this position will be mission driven and able to sustain organizational integrity and high standards of community interaction. He or she must have the ability to manage the sometimes competing demands of the various constituencies of the school, including by effective delegation, prioritization and oversight. He or she must work proactively to engage school leaders in deliberation and discussion in order to promote institutional integrity and sustainability. A high level of energy, a positive attitude and presence and sense of humor are essential.

We also seek:

- Significant experience in administration and/or education.
- Bachelor's degree or higher

- Exceptional leadership skills and ability to work collaboratively with faculty, staff, parents and the Board of Trustees
- Ability to manage day-to-day responsibilities while working to advance the long-term strategic vision of the school
- Fiscal management skills and experience developing and managing budgets
- Experience with human resource policies, procedures and practices, including the ability to hire and retain talented faculty and staff
- Fund development and donor relationship skills
- Excellent communication skills
- Ability to manage conflict resolution with integrity and diplomacy
- Ability to represent school through AWSNA delegate meetings, broader community outreach events and to build relationships with persons and groups who have a stake in the school's continued success, or in whom the school may benefit from collaboration and partnership

HOW TO APPLY:

We invite you to send a letter of introduction and your resume to Waldorf School at Moraine Farm at hiringteam@waldorfmoraine.org.

We look forward to hearing from you!