



The Cincinnati Waldorf School is currently hiring for...

## ADMINISTRATIVE DIRECTOR

The Cincinnati Waldorf School is seeking an Administrative Director to lead our administrative team and work collaboratively with our teaching faculty. This is a full-time, salaried position with benefits, including tuition remission.

We value excellent skills in organizational leadership; both verbal and written communication; experience in human resource management and business operations; high self-motivation and independent initiation of projects and tasks; attention to detail; and computer expertise. The ideal candidate will have a commitment to the study of Waldorf curriculum and anthroposophy, an ability to work within a collaborative leadership model, and wholehearted striving to keep the spiritual foundations of the school intact. Full participation in our school festivals and events with a focus around community building is essential. Past experience with non-profit leadership and Waldorf Education is preferable. A minimum of a Bachelor's Degree is required.



The Cincinnati Waldorf School is a well-established, AWSNA full member school. Our current enrollment is at its highest level to date and represents a wide diversity across neighborhoods, economics, ethnicity, and lifestyle. Our strong programming includes Parent & Child classes, Preschool, Kindergarten, Grades 1-12, Eurythmy, Spanish, Mandarin, Handwork, Games, Woodwork, Strings, and Choral.

If you are interested in this position, please submit a cover letter and resume listing background, training, experience, and three references to Libby Rupp, Business Manager, at [lrupp@cinciwaldorf.org](mailto:lrupp@cinciwaldorf.org).