



Director of Student Services

About us

[Peace Valley](#) is a K-8 charter school located in the family-friendly city of [Boise, Idaho](#). As the first Waldorf school in our area, we have the privilege to grow alongside our community and bring this wonderful form of education to families who would not otherwise have the opportunity to experience it. Our school culture is collaborative, vibrant, and growing to fill the needs of our unique community in Boise. We are strongly led by the Waldorf principles, and by our shared experiences and intuitions as educators.

As a school, we at Peace Valley aim to bring forth healthy, confident, free-thinking, and self-directed children who are passionately engaged with education. We want to empower all of our students to contribute responsibly to the world and to appreciate the importance of peace, respect, and compassion.

About the Position -

As the Director of Student Services at Peace Valley, you will be responsible for furthering this mission by supporting the principal and culture of the school.

Qualifications -

Minimum

1. A bachelor's degree and two years teaching experience
2. Interest in becoming an administrator in the future
3. An active interest in Waldorf education
4. Strong background in working with students behaviorally



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5. Strong leadership, interpersonal, and communication skills to develop a positive environment for students
 6. Problem solving skills to enhance student behavior

Preferred

1. Knowledge of and experience with Waldorf pedagogy
2. Experience working in a public charter setting
3. Four or more years of teaching experience

Roles and Responsibilities

Contact with Students and Parents

1. Assume responsibility for the conduct and health of the students
 2. Meet and listen to concerns of students on a regular basis
 3. Maintain high standards of student conduct and implement and evolve the school's positive disciplinary practices
 4. Provide guidance to individual students and address individual behavioral problems
 5. Keep records of any disciplinary action. Perform follow-up meetings and/or communication with students' parents, teachers, and other administrators as needed
 6. Supervise the planning and delivery of intervention and referral services
 7. Title 9 Investigator
 8. Participate in the development of and assure adherence to IEP and 504 plans, when needed
 8. Attend special events and other school-sponsored activities and functions
 9. Maintain an active relationship with students and parents based on respect, understanding, and proactive communication
 10. Act as McKinney Vento liaison
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Supporting School Staff

1. Observing and supporting teachers around student behavioral issues
2. In conjunction with the Advisory Committee of Teachers and Principal:
 - a. Encourage positive, effective disciplinary practices
 - b. Establish and maintain an effective learning climate in the school
 - c. When making decisions, identify who should add input and who needs to know once the decision is made
 - d. Work with Principal and teachers to ensure practices are done in a Waldorf-appropriate manner and inline with Idaho state laws
3. Participate with the hiring team in the recruiting, screening, hiring, and training of the school's credentialed faculty and academic staff
4. Encourage, guide and assist student leaders and teachers
5. Participate in staff meetings as necessary to support the Principal

Registrar

1. Perform all duties of the registrar
2. Set up the annual school lottery
3. Contact families for enrollment

Reporting

1. Complete certain federal programs reporting (ISEE, Title 1, etc.)
2. Help develop processes for Accreditation
 - a. Locate sources of data
 - b. Create tracking systems
 - c. Work with teachers to implement tracking

Other



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1. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals
 2. Represent the school in a positive manner
 3. Follow all policies and, when appropriate, suggest policy updates to the Principal
 4. Maintain confidentiality of staff and students per FERPA
 5. Perform other duties as needed or requested by the Principal

Reporting and Duties -

This position reports to the Principal. Job duties will be reviewed annually.

Benefits -

- Healthcare
- PERSI retirement benefits
- Paid time off and sick leave
- Potential for variable compensation based on successful academic outcomes
- Working at a place you love with people who truly care about your wellbeing

How to Apply -

[Please complete the online application.](#) You will also be required to email your cover letter, resume, and three letters of recommendation. If you have any questions about this application email board@boisewaldorf.org.