

Rudolf Steiner School of Ann Arbor

College Chair Job Description 2023-24

The College Chair is the spokesperson for the College of Teachers and is responsible for supporting the College in doing its work. This includes ensuring the health of College meetings and setting agendas. The College Chair also stays in close communication with the College Committees to make sure they are running smoothly. The College Chair also provides support to EC, LS and HS Carrying Groups, and coordinates College oversight of the Carrying Groups

The College Chair is nominated by the College of Teachers but is a voluntary position that will ideally serve a three-year term to provide continuity. The College Chair does not receive additional pay but should be provided a lighter schedule to accommodate for the extra work.

Healthy Spiritual Holding of the School

- Works to hold a full picture of the school and its connections to the spiritual world.
- Actively nurtures the relationship between the school and the spiritual world.
- Actively nurtures the understanding of the relationship between the school and the spiritual world in the College, the Faculty, the Curriculum and the Community.
- Ensures that the College Meditation and an understanding of the spiritual nature of the College is supported in the work of the College.

School Governance Role

- The College Chair is part of the Executive Committee which includes the Board President and School Administrator. They keep in communication to ensure the school is running smoothly and they work together to solve issues when they arise.
- Attends HUB and PIT on behalf of the College.
- Sits on Board of Trustees helping to communicate decisions and feedback from College of Teachers.
- Acts as part of all review teams as called for in our Governance Model

Chair Support and Collaboration

- Meets regularly with the School Administrator to provide input, perspective and support, and to help ensure that necessary items are brought to the attention of the College or Faculty groups.
- Supports Faculty Chairs and listens to concerns from Faculty Chairs when needed with the intention of bringing it to the appropriate body of the school or individual.

College Meeting

- Works with HUB members to set agenda for Thursday meetings.
- Creates and submits agenda through email to College members by Wednesday.
- Tracks the agenda items and follow up discussion items deciding when discussion is concluded.
- Facilitates meeting or find College member who is willing.

- Coordinates and/or facilitates study.

Faculty Support

- Supports faculty and listens to concerns when needed with the intention of bringing to the appropriate body of the school or individual.
- Works with Faculty Chairs and Coordinators to ensure that study and faculty development activities are happening at all levels of the school.