



Adda Clevenger School

Adda Clevenger School  
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## **School Administrator - Generalist**

Full-Time; start date negotiable

**Adda Clevenger School** is an independent TK-8 school offering an accelerated academic curriculum plus a fully integrated performing arts program for San Francisco Bay Area school children. Our educational program is inspired by the child-centric experientialist philosophy of John Dewey. Our school day consists of a dual curriculum of arts and academics, and students from as early as TK move through daily classes with multiple teachers on a period rotation throughout the day.

The **School Administrator – Generalist** position is a developmental role suitable for a beginning professional interested in working all aspects of elementary school administration in a small school environment where everyone wears multiple hats. The role has extensive opportunity for exercising judgement, taking initiative, and developing a detailed understanding of elementary school operations and administration through hands-on, real-life practice and application. The **School Administrator – Generalist** is a member of a very small administrative team responsible for all school operations, including technology infrastructure support, facilities management, scheduling, admissions, customer service, crisis and emergency management, vendor relationship management, building maintenance and cleaning coordination, contract management, document management, human resources and recruiting, budget management, school safety and security planning, policy development, marketing, communications and future planning . . . plus anything else that may be necessary to allow teachers to teach and students to learn in a safe, sustainable and productive environment.

An ideal candidate for the **School Administrator – Generalist** position has an interest in developing broad expertise in all elements of elementary school administration through daily hands-on and practical responsibility, has an interest or background in education theory and pedagogy, and may have a long-term goal to specialize in a particular area of administration (e.g., admissions, business operations etc.) in a larger educational environment. The role may be particularly attractive for beginning professionals, recent college graduates or JMOs who are looking to develop practical skills and experience in the field of school administration.

### **Working at Adda Clevenger:**

Adda Clevenger administrators and faculty are part of a collaborative, mutually supporting and non-hierarchical community. Students have scheduled classes daily from 8am to 5pm, during which time teachers and administrators are expected to be on campus and available to teach, attend meetings and provide emergency student support if required.

All faculty and administrators participate in school life in a variety of ways. For example, some teachers support student productions and performances as stage managers, others take the lead in organizing Spirit Day activities or moderating a student club. Administrators represent the school in person at on-campus events and whole-school off-campus events.

Adda Clevenger administrators and faculty enjoy considerable autonomy and are responsible for developing and maintaining their own subject matter curricula or administrative processes. We believe that the processes both inside and outside the classroom must derive from and be continually and creatively adapted to our changing needs and environment.

We are seeking an energetic, open-minded and team-oriented individual with exceptional organizational and communication skills. You must be prepared and willing to achieve a fluent understanding of Adda Clevenger School's educational philosophy, experientialist approach and unique program offerings. You will receive guidance and support in learning our administrative processes. You must bring the initiative and enthusiasm to learn what you need to be successful in this role. ***Experience in private school administration is neither necessary nor desirable.*** This is a full-time position which is eligible for full benefits (paid federal holidays, sick leave, personal days, and vacation leave).

The **School Administrator – Generalist** reports to the Head of School.

#### **Personal attributes**

- Highly effective, personable, diplomatic and sensitive communication style
- Strong understanding of team dynamic as well as the ability to work independently and take initiative
- Excellent judgement and ability to adapt quickly to new and changing situations
- Professional bearing, punctuality and consistent follow-through
- A high level of accuracy and problem-solving ability

#### **Professional and educational qualifications**

- Bachelor's degree or above, preferably in subject matter requiring strong critical thinking, research, presentation and writing skills (examples: law, history, English, linguistics, physical sciences, philosophy, classics, cognitive science, literature)
- Strong technical skills and willingness to acquire new technical skills

#### **Compensation**

Salary will be based on qualifications and experience. Benefits offered include group medical insurance, optional 401(k), Aflac and life insurance. Paid vacation days include certain federal holidays where the School is closed for instruction, earned Personal Time Off (PTO), and 15 vacation days per year. Administrative roles are year-round and are not tied to the academic calendar. However, administrators are expected to take vacation during the School's summer, winter and spring breaks.

The Adda Clevenger School welcomes qualified applicants with a variety of talents, interests, backgrounds and perspectives. Adda Clevenger School does not discriminate based on race, color, national or ethnic origin, sex, religion, sexual orientation, gender identity or physical disability in the admission of students or the employment of staff, nor does it tolerate sexual harassment.