1227 CR 25, Canton, NY 13617
Tel. 315-379-9474
steve@littleriverschool.org
Director: Steve Molnar

Director at Little River Community School

Little River Community School, founded in 1999, is a K-12 democratic school with 27 students located at Birdsfoot Farm in Canton, New York. Little River is looking for a full-time director.

We are seeking a director with teaching experience and a strong interest in democratic education. Although this position is primarily administrative, the candidate must be comfortable working with students of all ages, K-12. The director maintains and communicates the school's philosophy, provides leadership to the school community, creates and oversees the budget, fundraises and conducts outreach, supports students and staff, and serves as a key point of contact for all families. The director is working in a consensus-based environment, facilitating all the moving parts.

Founder and director, Steve Molnar, is stepping back after 28 years. The school is in a solid financial position, has an excellent staff, full enrollment, and well-functioning systems in place. Steve will train the incoming director and be available to provide support in the transitional first year. The director will be hired by and report to the board.

Our ideal candidate would plan to stay with the school for a minimum of five years. Qualities we are looking for include a passion for working with children, leadership skills, strong communication skills, attention to detail, flexibility, patience, problem-solving abilities, effective behavior management skills, reliability, a sense of humor, and self-motivation. The candidate must demonstrate a solid understanding of the school's educational philosophy and practices, and a strong commitment to them. A job description and qualifications are attached.

The director is responsible for developing and overseeing the annual budget (currently around $250,000) and carrying out administrative tasks. The director plays a key role in fundraising and outreach.

For academic studies, the students break up into three classrooms: Youngers, grades K-2, Middles, grades 3-7, and Olders, grades 7-12. Our staff includes Elena (Middles,

and Spanish), Leon (science and Olders), Steve (Olders and special classes), Calli (Youngers), Rachel (Olders art and PE, assisting in the Middles, part-time), and Susanne (bookkeeper and administrative assistant, part-time).

Little River provides a unique environment where students are trusted and seen as inherently self-motivated to learn about their world. Little River offers strong academic classes in small-group settings. Special emphasis is put on problem-solving skills and hands-on experiences. Our teachers facilitate and support the students. Little River has multi-age classrooms where students learn together in cooperation and are grouped by their abilities and interests.

Visit us online at www.littleriverschool.org for more information about our school.

The director is on-site from 7:00 am - 3:00 pm, plus other times for appointments, school events, and on-call as needed, working a twelve-month year. However, in June and July, the workload is reduced, allowing for flexible vacation time. Little River follows the local school district's calendar for holidays and snow days. Our final day is just before Memorial Day weekend. There are no classes during the summer months. We use the month of August for staff training, preparation, and team-building activities. The start date for the position is negotiable.

The director's salary is $50,000 per year, with benefits including free tuition for one director's child, a health fund, paid school holidays and breaks, paid personal and sick days, and a supportive environment with true academic freedom. Housing may be available at Birdsfoot Farm. If interested, we welcome your application.

Application Process

We are accepting applications until December 7 or until the position is filled.

To apply for the position, please fill out and return the application (below). Include a resume and provide three professional references and two personal references. Please email your completed application to steve@littleriverschool.org.

Promising candidates will interview with the board and meet with students, staff, and families as part of the selection process.

Please call if you have any questions about the school or the process.

Director Job Description

1. Vision & Leadership

Maintain and communicate Little River's vision and philosophy. Provide strong leadership, anticipate needs, and proactively solve problems. Initiate and facilitate meetings.

2. Staff Support & Development

Work collaboratively with staff in a consensus-based environment. Provide training and feedback, and advocate for staff. Fill in for any gaps in staffing. Facilitate hiring and remediation processes.

3. Student & Family Engagement

Support students' academic and social growth. Form a direct relationship with each family and student. Assist families in finding resources. Guide students with college and post-secondary preparation.

4. Administration & Compliance

Execute administrative tasks related to local school districts and government agencies, ensuring regulatory compliance. Maintain records. Oversee and implement health and safety procedures. Report to the Board.

5. Finance & Fundraising

Develop an annual budget for board approval. Oversee and be responsible for banking, purchases, cash flow, grant writing, and major donor engagement.

6. Outreach

Implement outreach plan for enrollment, meet with prospective families, and process applications.

7. Operations & Facilities

Ensure the safety and maintenance of the building and grounds. Manage cleaning, transportation, snow removal, and technology systems.

Qualifications (*The ideal candidate will have all or most of these skills and experiences*.)

- Compatible philosophy with Little River's democratic model
- Strong leadership and problem-solving skills
- Team manager experience
- Five or more years of teaching experience
- Excellent communication skills
- Fundraising experience
- Administrative experience and organizational skills
- Master's degree preferred

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Director Application

Please answer the following questions.

1. What excites you about Little River?

2. What challenges would this position present to you?

3. What experiences do you have teaching or working with children?

4. What is your philosophy of education? What event or time of your life shaped who you are and your philosophy?

5. What personal and organizational strengths would you bring to Little River?

6. What administrative experience do you have?

7. Tell about your leadership and team management skills and ability to work in a consensus-based democratic environment.

8. What experience do you have in creating and managing a budget?

9. How would you approach outreach for enrollment?

10. How would you approach fundraising?

11. Give an example that demonstrates: a.) dependability, b.) preparation, c.) follow-through, and d.) being a team player?

12. How long can you see yourself at LR?

13. Is there anything else you would like to share about yourself?

14. Please list three professional references and two personal references whom we may contact. Include name, address, phone number, and the context in which they know you or your work. Also, enclose a copy of your resume.