

**Waldorf Education Society of Edmonton**

**Portfolio Description – Staff Liaison**

**Objective:**

Provide guidance and support in the development of the WISE School Faculty.

**Areas of Responsibility:**

* Ensuring effective communication between WESE employees and Board.
* Attending monthly Teacher staff meetings to share Board news and gather questions and concerns to bring to the WESE Board attention.
* Supporting and assisting the WISE School Principal in developing and when necessary conducting annual performance reviews for all WESE employees.
* Providing advice to faculty and the WISE School Principal in the development of annual Individual Training Plans.
* Support the WISE School Principal address any staffing issues that may arise including the need for formal disciplinary action.
* Recruit members for and Chair the Hiring Sub- Committee ensuring that vision and direction set by the Board is implemented
* Develop, administer, and review policies and procedures addressing staffing issues and faculty development, and reflect the overall values of WESE and the WISE School.
* Report monthly on any faculty issues or concerns to the WESE Board of Directors.