



Waldorf Education Society of Edmonton

Portfolio Description – School Growth and Development

Objective:

To support the attraction and retention of students to WISE School and WESE Programs

Areas of Responsibility:

- Develop a recruitment and retention strategy for The WISE School
- Identify, plan and coordinate outreach and information events to promote the WISE School for current and new students.
- Identify and participate in opportunities to promote the WISE School are external events or venues
- Identify plans and strategies to ensure the progression of children from WESE Early Childhood Programs to the WISE School.
- Recruit members for and Chair the School Growth and Development Sub-Committee ensuring that vision and direction set by the Board is implemented.
- Work closely with the Board Member chairing the Communications Sub-Committee to ensure that appropriate messaging is developed to support recruitment and retention efforts.
- Work closely with the Board Member holding the Volunteer Management Portfolio to engage volunteers to support outreach and information activities.
- Work closely with the Board Member chairing the Communications Sub-Committee to develop recruitment brochures, and other materials as needed.
- Work closely with WESE Treasurer to develop budget to support School Growth and Development.
- Develop, administer, and review policies and procedures related to recruitment and retention, ensuring they reflect the overall values of WESE and the WISE School.
- Report monthly on School Growth and Development Sub-Committee activities to the WESE Board of Directors.