



Needs of the School

Hudson Valley Sudbury School requires specialized skills that the staff as a whole must fulfill. Individual staff members are not required to possess all of these skills.

1. Skills to fill the school's functional/administrative needs:

Financial management

- Understand the principles of good financial management
- Formulate short- and middle-range financial planning
- Respond to changing financial circumstances
- Oversee the school's accounting system
- Serve as principal comptroller

Public Relations

- Publicly articulate the message of the school
- Develop brand name recognition
- Work with various media
- Maintain an effective Internet presence
- Organize internal and external events to promote enrollment

Information Technology

- Maintain IT equipment and network
- Direct the implementations of new technologies important to the school's administration
- Respond to the evolving IT needs of students of all ages and levels of IT competence

Building/Grounds Maintenance

- Ensure the general maintenance, safety, cleanliness, and aesthetics of the building and grounds
- Hire outside contractors as needed
- Manage maintenance of equipment and supplies

Admissions

- Articulate the school's philosophy and practices in a variety of ways
- Address questions and concerns related to enrollment
- Maintain contact with students who enroll, and with their families
- Manage enrollment documentation

Medical

- Provide basic emergency medical care
- Develop appropriate medical protocols as needed
- Oversee staff medical training
- Maintain medical supplies
- Adhere to state requirements for services and data reporting

School Administration

- Manage insurance policies
- Act as liaison to school districts and bussing companies
- Oversee proper documentation of clerkship policies and procedures
- Manage office inventory and supplies
- Oversee internal communication and announcements for enrolled families
- Ensure school compliance with state and federal regulations

2. Maintaining the Culture:

The staff must include at least one person who grasps the school's vision; the basis in history and human development of its educational philosophy; its place in the evolving educational universe. She/he must be able to formulate ways to implement the school's vision in practice, and be able to modify these formulations with changing circumstances.

3. Skills to support student interests at school:

These needs are programmatic, and depend on the evolving interests of the students. Three of the most constant interests over the years have been music, visual arts and crafts, and a wide variety of excursions. Whether these require staff specialists, or generalists who can supervise the acquisition of specialists where necessary is a matter of judgment for the school community.