



Join our team at SF Day!

At San Francisco Day School...

We believe that when intellect and imagination are intertwined, our students delight in the discovery of connection: in their academic and creative pursuits, in their relationships, and in all that they experience here. Every day we help our students emerge as flexible and resourceful learners. Because when we do, our students light up with the call and capacity to take on the complexities of their day and of a diverse world.

SF Day Fast Facts

- Independent, co-educational school
- Founded in 1981
- Serving 415 students
- Located in the heart of SF in the Western Addition neighborhood
- SF Day devotes a significant amount of time and resources to seek and support ongoing professional development opportunities for faculty and staff

Executive Assistant to the Head of School

Full-time • Exempt • Starting January 5, 2021

The executive assistant to the head of school will be the first line of communication between the head of school and the wider community, providing confidential, consistent, positive, and professional support. Candidates should possess excellent organizational, writing, and oral communication skills. Candidates need to be able to manage projects, organize and analyze data, follow through on agenda items, and keep track of strategic initiatives.



Primary Responsibilities

- Promote and support the school's mission.
- Organize and review daily priorities and long term projects for the head of school.
- Schedule, maintain, and confirm the head of school's appointments and calendar activities.
- Edit the head of school's letters, blogs, and news-letters.
- Make travel arrangements for the head of school.
- Manage expenses for the head of school's budget.
- Assist the head of school with work and events related to the board of trustees.
- Provide support for the Board Chair.
- Communicate and collaborate extensively with the administrative leadership team, the board, staff, faculty, parent leaders, partners, consultants, and the public.
- Attend Board and leadership team meetings, record meeting minutes, and track agenda items.
- Assist in planning campus-wide events.
- Compile information as requested, formatting reports, graphs, tables, records, and presentations.
- Provide project management for administrative team initiatives.

Ready to Join SF Day?

SF Day celebrates and welcomes faculty, staff, and administrators who reflect the broad range of diversity in the Bay Area. We encourage people of color and LGBTQ+ persons to apply. SF Day offers excellent benefits and a competitive salary.

To Apply

Please apply online with a cover letter and current resume. No phone calls, please.

Qualifications

- Bachelor's degree required.
- Experience as an executive assistant to a high-level administrator or corporate executive.
- Outstanding interpersonal skills.
- Dedication to a high level of confidentiality.
- Exceptionally capable in both written and oral communication
- Excellent technical skills: google docs, project management software, presentation tools.
- Ability to compile, analyze, and prepare data for reports and presentations.
- Proven ability to learn and use relevant and new technology.
- Ability to exercise discretion and independent judgment with respect to matters of significance.
- Ability to work remotely two-three days a week if necessary.