

Executive Assistant to the Head of School
Job Summary

The Executive Assistant to the Head of School provides confidential, consistent, and professional administrative support to the Head of School and Board of Trustees in a variety of capacities. The position performs significant administrative and operational tasks that are integral to the effective and efficient operation of the School. The role of the Executive Assistant is one rooted in versatility, multitasking, flexibility, and adaptability to changing responsibilities. The position requires the ability to consistently reflect the highest level of excellence exercised within the Head of School's Office and represent an unwavering commitment to the mission of Austin Prep.

This position is full-time, 12 months