

**Title:** Assistant to Executive Leadership  
**Classification:** Salary; Exempt

**Status:** Full-time; 12 months  
**Reports to:** Head of School

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### JOB SUMMARY

The Assistant to Executive Leadership is a full-time year round position and reports directly to the Head of School. Major responsibilities of the position are to support the Executive Leadership in the implementation of their short- and long-term objectives for the School.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

#### *Head of School (HOS) and Assistant Head of School (AHOS)*

- Schedule, maintain and organize calendar for HOS and AHOS, ensuring their time is maximized and in alignment with the School's priorities
- Maintain the School's master calendar and oversee the timely, efficient transition from year to year
- Work with AHOS to plan each Academic calendar for the next year; design and update printed version
- Travel arrangements for HOS and AHOS
- Serve as a member of the Administrative Team
- Complete expense reports for HOS and AHOS
- Prepare logistics for meetings, including room reservations, IT set-up and meal coordination
- Weekly report to Development on HOS Development engagements
- Steward memberships to all School affiliations (ISAS, NAIS, SEAS, INDEX, etc.)
- Serve as liaison and coordinator for ISAS/SAES accreditation process
- Work closely with the advancement office on all fundraising activities involving the HOS
- Maintain relationships with benefactors
- Purchase flowers, gifts, etc. as requested
- Coordinate annual faculty/staff and student photos with Lifetouch
- Answer incoming telephone calls and field them appropriately
- Create and maintain filing systems
- Promote the school's statement of mission and philosophy

#### *Board of Trustees*

- Liaison between the BOT, parent community and faculty/staff
- Maintain the Board portal and prepare board materials prior to meetings
- Take minutes at all Board meetings
- In partnership with the Trusteeship committee, assist in new member onboarding and orientation
- Schedule and organize all board activities as requested, including the EOY party and gifts and acknowledgment to members who are rolling off
- Maintain updated Board directory, profiles and signed statements
- Maintain historical data for the Board and coordinate installation of portraits

#### *Advancement / Communications:*

- Maintain all logo files: Athletics, Development and all strategic programs
- Maintain all office suite files: business cards/letterhead/note-cards/envelopes
- Design and create print-ready files for Invitations/post-cards/bookmarks/pins/posters as request

### *Administrative Assistants*

- Oversee/chair meetings for administrative assistants
- Coordinate professional development for administrative assistants

### *Special Events*

- Plan and organize luncheons, dinners, happy hours, etc. as assigned by HOS/AHOS
  - Organize end-of-year faculty/staff recognition and luncheon
  - Organize end-of-year recognition for PA president
  - Maintain updated list of Hall of Distinguished Service recipients and coordinate portraits for new inductees
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## MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings as needed
  - Attends School Functions as needed
  - Attends Administrative Team Meetings
  - Attends Conferences
  - Attends Division Assistant Meetings
  - Attends Chapel
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## SUPERVISORY RESPONSIBILITIES

No supervisory duties assigned. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

### **Education and Experience:**

- Bachelor's degree preferred
- A minimum of five years' experience in a similar position preferred
- Computer proficiency, including MS Word, MS Excel, MS PowerPoint, Skype, Zoom, and Internet tools
- Knowledge of Blackbaud products preferred
- Ability to use basic office equipment

### **Job Knowledge, Skills, and Abilities:**

- Discretion and mature judgment in handling sensitive and confidential information
  - Contribute positively to employee moral; maintain a positive, pleasant demeanor to all constituencies;
  - Exceptional oral and written communication skills
  - Flexibility in a dynamic environment
  - Well organized and able to manage details efficiently
  - High energy level paired with an accompanying sense of urgency
  - Well-developed interpersonal skills to deal effectively with a wide range of constituents
  - An accessible and approachable people person with a good sense of humor
  - Self-confident and secure in one's achievements without seeking or requiring recognition
  - Entrepreneurial and highly motivated, with the ability to transmit passion to and through others
  - Responds well to criticism and deals successfully with challenging people and circumstances
  - Ability to work both independently and with supervision
  - Comfortable with driving in the Dallas area to run errands on behalf of the school
  - Ability to meet physical and mental requirements of the position
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## WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a*

reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

**Working Environment:**

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

**Physical Requirements:**

- Seeing
- Color Perception

- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds

- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

**Mental Requirements:**

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

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*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*

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