



Position Title:	Executive Assistant to the Head of School
Position Status:	Full-time
FLSA Classification:	Exempt
Reports To:	Head of School

Position Purpose:

The Executive Assistant to the Head of School will provide confident and consistent support to the Head of School, including but not limited to all aspects of daily operations. The role encompasses a wide variety of administrative and executive duties, special projects, and initiatives. This role is an excellent opportunity for a highly organized, detail-oriented and innovative professional with strong communication and project management skills. The ideal candidate is excited by the opportunity to support and play a key role in the daily operations of the Head of School's office, leveraging a broad range of skills with a high degree of initiative in managing a variety of responsibilities in a fast-paced environment, while serving as a trusted partner with high integrity.

Essential Functions:

Head of School and Head of School Office Operations

- Provides high-level administrative support to the Head of School while supporting their goals.
- Plans and executes small-scale and large-scale campus events and celebrations.
- Represents and acts as liaison for the Head of School in all interactions with students, parents, faculty, staff, alumni, trustees, and visitors.
- Maintains the Head's calendar, managing an extremely active schedule of appointments.
- Prepares letters, memos, project summaries, meeting agendas, meeting minutes, spreadsheets and presentations.
- Maintains agenda topics for leadership team meetings and takes minutes during meetings.
- Answers incoming telephone calls, resolves issues, takes messages, forwards calls to appropriate parties.
- Coordinates travel arrangements and prepares expense reports and credit card reconciliations.
- Coordinates with facilities for all things related to Head of School residence.

Board Support

- Schedules Board and Board committee meetings and maintains a consolidated meeting schedule.
- Handles all Board and Board committee meeting arrangements, notices, reminders, board packets, hospitality, and audio-visual needs.
- Maintains rosters and files for the Board and Board committees.
- Assists the Board Chair and other officers and committee chairs as requested.
- Manages communication with external Boards on which the Head of School serves.

School-wide Support

- Collaborates to build and manage the all-school calendar for the year.
- Participates in the weekly operations meetings to review upcoming events.
- Collaborates to resolve calendar/event conflicts and follows up with faculty and staff accordingly.
- Coordinates and schedules meetings, meeting rooms, and required equipment for meetings.
- Maintains an adequate supply of materials.
- Contributes positively to employee morale through a positive, pleasant demeanor.
- Cover for the school receptionist as needed.
- Executes other duties as assigned by the HOS or his designate.

Qualifications:

- Bachelor's degree or the equivalent is required, along with administrative support experience, preferably in an executive office, ideally in a school setting.
- Exceptional organizational, writing and editing skills, along with professional judgment, discretion, diplomacy, and confidentiality.
- Proactive and forward thinking, anticipating the needs of the Head of School.
- Ability to use discretion in scheduling and prioritizing meetings and independent judgment in performing responsibilities.
- Ability to work independently and creatively within established guidelines.
- Ability to prioritize responsibilities.

- Ability to manage multiple projects simultaneously and a busy schedule with frequent interruptions typical.
- Professional, patient demeanor, sense of humor, pleasant manner, and customer service orientation.
- Ability to apply common-sense understanding and to carry out instructions.
- Strong technology skills, including Google Workspace, macOS, and web technology combined with the ability to learn and grow their skill set.
- Ability to use basic office equipment and smart devices.
- Ability to learn and adopt new technologies as they are introduced.
- Ability to communicate effectively with all constituents in a school environment.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Flexible, responsible, resourceful with effective time-management skills.
- Ability to work occasionally outside of the work day for board meetings and special programs and events.

Physical Requirements and Work Environment:

- Be able to occasionally lift up to 15 lbs.
- Prolonged periods sitting at a desk and working on a computer.
- Regularly use close and distance vision.
- Able to move around all school environments.

Application Procedure:

Interested candidates, please **email** a cover letter, resume, and contact information for three professional references to careers@sch.org.

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