



**BISHOP LYNCH
HIGH SCHOOL**

Position: Executive Assistant to the Principal
FLSA Status: Non-exempt

MISSION

Faithful to Catholic Tradition and to our Dominican heritage of scholarship and service, Bishop Lynch High School promotes the development of the total person by bringing together a diverse community in a rigorous, college preparatory environment where students are taught to strive for excellence, seek truth, and work for justice in the world.

SUMMARY

The Executive Assistant to the Principal is responsible for the implementation of the goals of Catholic education as outlined in *The Holy See's Teaching on Catholic Schools* (Archbishop Michael Miller):

- Inspired by a Supernatural Vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview
- Sustained by Gospel Witness

Qualified candidates will be driven and inspired by the mission of Catholic schools to form young men and women in a high school setting “who will be good citizens of the world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be good citizens of the world to come, thus fulfilling their destiny to become saints” (Miller, p. 20).

General Description:

The Executive Assistant to the Principal is committed to the ministry of Catholic education and maintains sole accountability for executive assistance, clerical support, and administrative management for the principal and principal’s team. The Executive Assistant to the Principal must be organized, have the ability to work on multiple projects simultaneously, and show initiative in assisting the principal in achieving strategic goals. The Executive Assistant to the Principal must maintain a high level of ethical behavior and confidentiality.

RESPONSIBILITIES

Administrative

- Effectively prioritize events and manage the calendars for the principal and principal’s team using Microsoft Calendar.
- Effectively use the school’s scheduling, maintenance, and room reservation processes and programs.
- Coordinate the process of the creation of the school’s annual calendar and publication of the school planner.
- Answer and document all inbound calls with a high degree of confidentiality.
- Support the principal in email communication.
- Monitor visitors, problem solve, assist where possible, and provide information for those referred to the principal or principal’s team.
- Proficiently write and edit correspondence for the principal and principal’s team to include letters, memos, forms, policies, and procedures (includes handling of confidential information).



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- Prepare presentations and related notes, including handouts when appropriate, as directed.
- Prepare and distribute the agenda, minutes, and materials for administrative and faculty meetings.
- Manage purchasing card receipts for the principal and principal's team and order supplies as necessary.
- Provide coverage as necessary for receptionist at Welcome Center.
- Prepare and provide all documentation and reports to regulatory and governing bodies.
- Provide administrative support to the Director of Human Resources such as onboarding and exiting employees, organize incoming resumes, etc.
- Maintain administration and personnel files using best practices for file access, retention, and archiving.
- Regularly participate in relevant professional learning.
- Work collaboratively with other professionals.
- Serve an integral role in crisis management response and communication in support of the principal.
- Provide occasional support to coordinate substitute teachers.
- Provide administrative support outside normal office hours on an occasional basis.
- Perform special projects as assigned by the principal.

Community Relations

- Communicate with parents and other family members and volunteers when there is a perceived problem, concern, or question. Try to resolve issues before they require an intervention by the principal. Always keep the principal and others, as appropriate, informed of concerns that may become serious issues.
- Refer stakeholder inquiries or concerns to department directors when appropriate. Keep the principal or principal's team informed about the situation and what action is being taken.
- Provide exemplary customer service to all stakeholders who interact with the principal or principal's team.
- Organize and facilitate events that are hosted by the principal on the school's campus.

QUALIFICATIONS

- Required dispositions: friendly, professional, punctual, organized, motivated, calm.
- Practicing Catholic preferred.
- Bachelor's degree preferred with 5+ years' relevant experience.
- Proficiency in Microsoft Office and video conference software applications.
- High level of interpersonal skills and the ability to handle sensitive and confidential situations. Position continually requires poise, tact, diplomacy, and the ability to handle tasks with grace.
- Excellent verbal and writing skills.
- Attention to detail in composing and proofing materials, establishing priorities and meeting deadlines.
- Must be able to prioritize multiple tasks, projects, and requests.
- Positive attitude with a can-do spirit and commitment to serving others.

Qualified candidates should email resume to resume@bishoplynch.org.