



POSITION TITLE: Executive Assistant to the Head of School

START DATE: April 1, 2026 (or sooner, if possible)

St. John's Episcopal School is distinguished over 70 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

Located in the heart of thriving Tampa, St. John's Episcopal School provides an exceptional education for 600 students in pre-kindergarten through eighth grade. The School's Core Values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are Empowered to Lead, Inspired to Serve. A feeling of positive energy, optimism, respect, and kindness permeates our campuses.

POSITION DESCRIPTION

The Executive Assistant to the Head of School ("Assistant") supports the Head of School and the Board of Trustees. The Assistant serves as the primary point of initial contact for internal and external constituencies on all matters pertaining to the Head of School's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

St. John's is seeking an Executive Assistant to the Head of School. This is a full-time, benefits-eligible position with an April 1, 2026 (or sooner, if possible) start date. We are seeking an individual who is highly responsible, ability to perform secretarial tasks with considerable independence under general direction, and the ability to use independent judgement and knowledge of policies and procedures in a variety of work situations. The essential duties and responsibilities include, but are not limited to, the following:

- The ideal candidate is self-motivated, flexible, organized, discreet, collaborative, collegial, proactive, and exhibits an enthusiasm for working with families and colleagues.
- Excellent written and oral communication skills.
- Strong interpersonal skills and the desire to work as a member of a team.
- Ability to effectively and efficiently handle multiple and simultaneous tasks and projects.
- Knowledge of office management principles and procedures.
- Advanced skills in Word, Excel, Google Docs, sheets, and drive.
- Communicate effectively with faculty, staff, administration, parents, trustees, and students.
- Schedules and confirms appointments on the Head of School's calendar.

- Screens communications to the Head of School and uses independent judgement to determine those requiring priority attention.
- Handle sensitive material and information of a highly confidential nature requiring utmost discretion and confidentiality.
- Arrange faculty and staff appreciation events including back-to-school week, Employee Christmas party, and end-of-year service awards.
- Handle a variety of special projects for the Head of School.
- Supports the Head of School's short and long-term goals and institutional projects.
- Accessible, approachable, and welcoming, managing confidential situations with discretion, respect, and sensitivity.
- Respects, affirms, and protects the dignity and worth of each member of the community, and exhibits moral and ethical behavior.
- Embodies and communicates the School's mission and core values.
- Models' self-discipline and ethical behavior.
- Other duties as assigned by the Head of School.

Board of Trustees

- Schedules and prepares all Board of Trustees meetings.
- Schedules and prepares new board member documents and orientation.
- Schedules and prepares Board of Trustees annual retreat.
- Responds to all requests from the Board of Trustees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty exceptionally. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Ability to demonstrate initiative, leadership, collaboration, and independent thinking. Must possess strong people skills and emotional intelligence when dealing with colleagues, parents, and trustees, as well as a demonstrated understanding of and investment in the school.

St. John's Episcopal School is an exceptional work environment with low employee turnover. This position provides a truly outstanding individual with the opportunity to join Tampa's premier K(4)-8 school and truly 'make a difference' in the lives of children and colleagues. Qualified candidates are invited to submit a current resume, cover letter, salary requirements, and list of not fewer than three references to Hugh Jebson, Head of School, at hjebson@stjohnseagles.org. This is a full-time, salaried, exempt, 12-month position that is accompanied by a highly competitive salary and benefits package. St. John's is an Equal Opportunity Employer.