

**(The Rev'd) David O. Browder, Rector | Dr. William Mott, Interim Head of School**

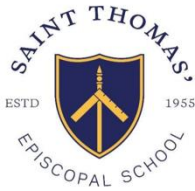
## **Assistant to the Headmaster Reports to Headmaster**

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

Saint Thomas' Episcopal School is seeking an Assistant to the Headmaster to provide support provides support to the Headmaster in a wide range of office and school operations; coordinate and organize office activities and coordinate flow of communications and information for the Headmaster; provide support by planning, organizing, supervising and participating in the school office administrative operation; maintains confidentiality of sensitive and personal information; prepares and maintains a variety of records and reports related to assigned activities.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Performs diverse office-related managerial responsibilities within areas and limits of authority as delegated by the Headmaster; coordinates and organizes office activities and coordinates flow of communications and information for the Headmaster.
- Schedules the Headmaster's appointments and meetings.
- Assumes responsibility for special research and other projects for the Headmaster.
- Orders Faculty Caps and Gowns for Graduation and coordinates all Graduation planning and execution.
- Plans and coordinates Teacher Seminar including rooms, meals, and production and distribution of materials.
- Procures 13-year Vet Awards and diplomas for Prom.
- Acts as the liaison with the school uniform provider and hot lunch provider.
- Schedules class and individual student photos.
- Plans receptions for retiring employees.
- Attends and participates in assigned meetings and training; prepares minutes from notes as required.
- Updates and maintains the school calendar as assigned; organizes appointments and meetings.
- Maintains access cards and keys, including access to the elevator by students where necessary.
- Coordinates the setting of the calendar for the academic year and maintains the Significant Dates calendar.
- Coordinates updating the Student Handbook.



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- Supervises students arriving early until dismissal to Homeroom and students entering the church for Chapel.
- Organize staffing for morning carpool.
- Update Emergency Procedures in all rooms.
- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Support the School and its leadership.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Perform other duties as assigned.

**Education / Certification:** Bachelor's degree preferred

**Experience Required:** Minimum of 2 years related work experience

**Required Knowledge:** Proficiency in MS Office, Google Docs

**Classification:** Exempt

**Skills / Abilities:**

- Maintains confidentiality of various aspects of school operation, including sensitive and personal information.
- Strong customer service skills and willingness to assist others
- Ability to be compassionate, patient and adaptable.
- Able to communicate complex information clearly
- Outstanding oral and written communications skills
- Strong organizational skills & attentive to detail
- Able to coordinate well with other departments and personnel
- Maintaining confidentiality and privacy
- Ethical conduct

**Compensation and Benefits:**

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at [stes.org](https://www.stes.org)) to Jeri Wisdom, Human Resources Generalist at [wisdom.jeri@stes.org](mailto:wisdom.jeri@stes.org).



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## STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.