



HOLY SPIRIT

EPISCOPAL SCHOOL

Position Title: Executive Assistant to the Head of School

Date Modified: September 2021

Reports To: Head of School

Position Purpose: Provides support for the Head of School

Work Hours: 7:30 a.m.–4:00 p.m.

Work Calendar: 12 months

Description:

The Executive Assistant to the Head of School supports the Head of School in duties related to the efficient and effective functioning of school programs. Tasks related to this position include managing the calendar and communications of the Head of School, answering questions from constituents, managing the All School Calendar, creating agendas for meetings, and working with administrative staff to provide a predictable and supportive environment, with a focus on professionalism and customer service. Must be able to work well within a team and maintain strict confidentiality on all matters.

Essential Expectations:

- Shows commitment to the school's mission, purpose, leadership, and values.
- Plans and prepares thoughtfully.
- Demonstrates flexibility and teamwork.
- Demonstrates a commitment to inclusion, respect of individuality, and regard for dignity at all times.
- Promotes and contributes to a positive and collaborative atmosphere with colleagues, students, and families.
- Upholds professional standards of personal presentation, punctuality, integrity, courtesy, and discretion with students, colleagues, and parents.
- Demonstrates growth mindset by actively participating in and applying personal and professional growth opportunities.
- Professionally carries out responsibilities as defined in the signed job description.
- Is proficient with technology and demonstrates willingness to further develop technological skills, as applicable to position.
- Contributes to and facilitates a positive work culture.

Primary Tasks:

- Adheres to all Faculty and Staff Essential Expectations; exhibits all the Characteristics of Professional Excellence; and complies with the requirements outlined in the Physical Requirements and Work Environment section, below.
- Serves as a primary point of contact for parents and faculty.
- Manages all the Head of School's incoming phone calls; returns calls on behalf of the Head of School.
- Manages the Head of School's calendar of appointments.
- Answers emails on behalf of the Head of School.
- Creates weekly agendas for meetings with divisions and the administrative team.
- Records notes at meetings, as needed.
- Organizes documents and creates filing systems.
- Generates reports from computer databases, including (but not limited to) mailing labels, mail merges, lists, directories, and specially designed reports.
- Sets up Zoom meetings on behalf of the Head of School.
- Edits electronic and printed material for internal distribution.
- Makes room reservations and enters facilities requests in FMX on behalf of the Head of School.
- Completes expense requests and order requests on behalf of the Head of School.
- Manages the All School Calendar and updates website.
- Collects information and prepares draft of monthly Head of School's Report to the Board of Directors.
- Collects documents to send to the Board Secretary in preparation for monthly meetings.
- Serves as a liaison with vendors and enrichment providers, such as Simply Fresh, Kidventure, and Steve Simpson Photography.
- Assists colleagues in planning, setup, and implementation of school events, such as Orientations, Back to School Night, and Graduation.
- Creates/updates carpool cards for the parent community.
- Assists with obtaining substitutes through approved substitute teacher list or outside service (Frontline) when needed.
- Assists with carpool duty, along with the Head of School, to maintain positive parent relations.
- Serves on the Social Committee, and assists the Director of Human Resources with planning of Faculty Appreciation and the Faculty Christmas Party.
- Helps the Head of School show caring and concern for the community by ordering flowers, coordinating lunches, writing thank-you notes and sympathy cards, etc.
- On occasion, covers front-desk duties, such as greeting visitors and callers, answering routine questions, and directing visitors and callers to the appropriate classroom or staff member.
- Follows the guidelines in the *Employee Handbook* and *School Handbook*, and assists with revisions and updates when necessary.

- Completes various tasks related to the employee's ongoing goals and the school's strategic plan.
- Performs other tasks and duties in support of the functioning of the Head of School.

Qualifications:

- Bachelor's degree; experience in an independent school setting preferred
- Strong interpersonal skills, with excellent verbal and written communications abilities
- Detail-oriented in order to generate accurate paperwork and communications
- Ability to display professionalism when under time pressure, to handle deadlines, to adapt to unexpected events with flexibility, to prioritize and multitask, and to manage frequent interruptions
- Team player with a positive attitude
- Self-starter with excellent anticipatory, problem-solving, and follow-up skills
- Resourceful independent thinker with quality judgment
- Proficient in Microsoft Office and Google suites
- Ability to handle sensitive information and confidential matters in a trusted and responsible manner

Physical Requirements and Work Environment:

- Occasionally, lifts up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied, extreme outside weather conditions during school events, special activities, and fundraising events.
- Is able to work in a fast-paced environment, dealing with a variety of challenges and deadlines.
- May work at a desk and computer for an extended period of time.
- Is able to stoop, bend, kneel, stand, walk, and reach.

Signature:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____

Date _____