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EXECUTIVE ASSISTANT TO HEAD OF SCHOOL JOB DESCRIPTION

Job summary: The Executive Assistant position performs a wide variety of administrative tasks in support of the Executive Assistant. Tasks include creative independent projects, as well as routine administrative tasks.

Hired by: Head of School

Responsible to: Head of School

Evaluated by: Head of School provides an annual, written evaluation

Type of position: Full Time, non-exempt

Wages: Hourly

REQUIRED SPIRITUAL QUALITIES

It is expected that the Executive Assistant will...

- Acknowledge Jesus Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith and other statements as stated in the school's foundational documents.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in interacting with people.
- Actively participate in a local Bible-believing church.

REQUIRED PROFESSIONAL QUALITIES

It is expected that the Executive Assistant will...

- Minimum of 5 years administrative experience in an executive office or an educational organization
- Must have excellent organization skills
- Ability to analyze information and recommend a course of action, make decisions and initiate necessary tasks
- Must have excellent oral and written communication skills.
- Must interact with graciousness, flexibility and helpfulness to the staff, parents, students and the general public
- Efficient in Microsoft Office and desktop publishing
- Bachelor's degree preferred.

REQUIRED PERSONAL QUALITIES

It is expected that the Executive Assistant will...

- Possess leadership ability and earned respect of peers
- Sign and live by the school's lifestyle statement and declaration of moral integrity as a condition for employment and continued employment in this ministry.
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Make an effort to understand and appreciate the uniqueness in the community.
- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.
- Develop and maintain rapport with students, parents and staff by treating others with courtesy, patience, friendliness, dignity, respect and a good sense of humor.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion and confidentiality in the operation of the classroom and school.
- Promote positive community relations and the public image of the school.

ESSENTIAL JOB FUNCTIONS – ACCOUNTABILITIES

It is expected that the Executive Assistant will...

- Assure that all verbal and written communication is handled quickly and professionally.
- Serve as a backup to the Business Office in receiving and assisting visitors and screening phone calls
- Conduct research, maintain files, copy and distribute materials for meetings led by the Executive Assistant and Board of Directors and following up as necessary.
- Assist in preparing agendas, minutes and notifying participants of board meetings, administrative meetings, etc.
- Manage the Student and Development databases. Updating records, preparing mailings, and inputting financial information
- Maintain and produce various policy and procedures manuals
- Organize corporate activities and travel
- Support the Executive Assistant, Board, school Administrators and Teachers
- Manage the corporation calendar
- Coordinate all corporation enrollment processes and implementation with Operations Manager
- Manage budgets for admissions and community development
- Provide administrative support for the Executive Assistant and School Board of Directors
- Provide administrative support for the accreditation process
- Maintain corporation handbooks and manuals

ESSENTIAL JOB FUNCTIONS – ACCOUNTABILITIES

It is expected that the Executive Assistant will...

- Quick to learn school policies, procedures and structure
- Able to remain, calm, composed, friendly and helpful under pressure
- Able to manage multiple demands and deadlines
- Able to exercise diplomacy, tact and confidentiality
- Able to analyze a situation and respond appropriately

ADA PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, talk and hear. The employee must regularly lift and or move up to 10 pounds; frequently lift and/ or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- The school is currently a multilevel facility, which requires the Executive Assistant to negotiate flights of stairs regularly to meet responsibilities as they relate to the school program.
- The Executive Assistant must be able to speak clearly and loudly so students will be able to understand what is being said. On numerous occasions, the Executive Assistant will be required to communicate orally with parents in person or over the telephone.
- On occasion, the Executive Assistant must be able to work longer hours than a typical day for events such as special programs, committee meetings, or other meetings or functions in the early morning or the evening.