



Job Summary

The Executive Administrative Assistant provides consistent, confidential, and professional administrative support for the middle school division head and head of school in order to maintain the well-being of the school and the broader community. The Executive Administrative Assistant to the head plays an integral role in the day-to-day goings on of both the faculty and the student body. The ideal candidate will be the first line of communication between the head of school and the wider community.

Essential Duties and Responsibilities

- Promote the school's mission, making it the center of all decisions and actions.
- Support an atmosphere of trust and openness among teachers, students, and parents.
- Organize and review daily priorities for the head.
- Schedule, maintain, and confirm the head's appointments and calendar activities.
- Record all meeting minutes.
- Screen the division head and/or head's phone calls and take messages.
- Provide general clerical duties and administrative support to the school.
- Manage and maintain teaching/administrative supplies and materials.
- Help to maintain family, faculty, and student databases pertaining to that division.
- Welcome guests.
- Complete occasional errands.
- Coordinate and support extra-curricular and enrichment programs, including field trips and afterschool programs.
- Assist in planning division-wide events.
- Arrange for substitute teacher coverage.
- Compile information as requested, formatting reports, graphs, tables, records, and presentations.
- Assume responsibility for other projects as assigned by the division head.

Qualification Requirements

- Bachelor's degree

- Preferred 5+ years' prior experience in education or as an executive assistant to a high-level school administrator or corporate executive
- Outstanding interpersonal skills
- Dedication to a high level of confidentiality
- Exceptionally capable in both written and oral communication
- Excellent organizational skills while still exhibiting a high degree of flexibility
- Technologically savvy
- Proven success at working collaboratively and efficiently on a creative and goal-oriented team
- Able to make quick decisions, take initiative, and prioritize tasks
- Passionate about the mission and vision of the school
- Warm and personable with a good sense of humor and considerable patience
- High-energy and enthusiastic about working in an academic atmosphere
- Familiarity with shorthand a plus

Interested applicants:

If you are interested in applying for this position, please send a cover letter and resume to Amanda Groves at grovesa@saslions.com.