



Position: Executive Assistant to the Head of School

Full Time; 12-month position with modified summer hours. - Provides confidential, consistent and professional support to the Head of School of St. Paul Christian Academy. Possesses excellent organizational, writing, and editing skills and an ability to anticipate the needs of the office, the executive assistant takes initiative to make the work of the head, administrative team and board more efficient.

Reports to: Head of School

Essential Duties and Responsibilities

- Use independent judgment in performing the responsibilities of the position
- Provide clerical support to the Head of School including but not limited to answering phone calls, taking messages, processing mail and preparing correspondence
- Coordinate and maintain Head of School's schedule including calendar, travel arrangements, meetings and functions
- Assist with special events and project-related needs as they arise (e.g., special event planning, meeting setup, Open House, Leadership Retreat, Board Orientation, etc.)
- Prepare offer letters, agreements and compensation letters for faculty and staff; maintains and updates template letters
- Attend meetings as directed by Head of School and take and distribute meeting minutes
- Maintain expense reports for the Head of School
- Actively promote teamwork and positive tone among school staff
- Assist with scheduling board meetings and committee meetings and provide administrative support to chair and committee chair as needed
- Prepare and distribute board meeting materials, secure facility and setup room, meals and refreshments
- Attend all board meetings, take, prepare and distribute minutes to board members
- Administer school calendar policy/process
- Maintains head of school's office

- Serves as liaison for the head of school with the school community
- Manage induction of each new employee prior to the first day of employment by coordinating with their direct supervisor and Assistant Head of School for Business and Operations.
- Prepare, edit and maintain employee and parent handbooks
- Assume responsibility for special research and other projects
- Other duties as assigned by the Head of School

Job Specifications

- Bachelor's degree
- Profess a saving faith in Jesus Christ and assent to live according to St. Paul Christian Academy's Statement of Faith
- Ability to work with a wide range of individuals and to interact cheerfully and professionally with the public
- Excellent communication, writing, and editing skills.
- The ability to see what needs to be done and to take initiative in doing it
- Proficiency in use of Microsoft Office, Google docs and familiarity with database functionality
- Ease in learning to use other software and online resources
- Strong organizational skills and ability to juggle multiple projects simultaneously
- Ability to prioritize well and to work efficiently under pressure
- Ability to work independently and follow through on assignments with minimal direction
- Ability to handle confidential matters with discretion
- Very strong keyboarding skills
- Experience with a similar role preferred

To apply, please forward a brief letter of introduction, resume and statement of faith to Kristen Jones at kjones@stpaulchristian.org.