



A PRIVATE SCHOOL FOR GIRLS K-8

Position Description: Executive Assistant to the Head of School

Position Title:	Executive Assistant to the Head of School
Reports to:	Head of School
Exempt/Non-exempt:	Exempt
Schedule:	12-Month Employee

THE SCHOOL:

The Girls' School of Austin is a private K-8 school of 150 students in the historic Tarrytown district of Austin. The GSA brings together a diverse student body with a strong emphasis on creativity, community building, collaboration, and problem solving. Classes in Spanish and the visual and performing arts enrich the strong academic program. Significant use is made of the artistic and natural resources in Austin and the surrounding area.

JOB SUMMARY

The executive assistant to the head of school provides consistent, confidential, and professional administrative support for the head of school and at the discretion of the head of school, for the school's leadership group at large, in order to maintain the well-being of the school and the broader community. This person is the first line of communication between the head of school, the leadership group, and the wider community. As such, exceptional levels of professionalism, sound judgement, and confidentiality are critical to this role. The ideal candidate will have the ability to graciously balance taking initiative, collaborating with the leadership team, and partnering with the head of school to ensure that the work of the school administration continues to reflect the mission and goals of the Girls' School of Austin.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The executive assistant to the head of school will:

- Promote the school's mission, making it the center of all decisions and actions.
- Support an atmosphere of trust and openness among teachers, students, parents, school administration, and board members.
- Organize and review daily priorities for the head of school.

- Schedule, maintain, and confirm the head of school's appointments and calendar activities.
- Assist the head of school with work and events related to the board of trustees.
- Manage arrangements for board meetings.
- Manage arrangements for faculty/staff meetings and employee events.
- Review the head of school's mail and email, and draft responses when necessary.
- Screen the head of school's phone calls and take messages.
- Prepare the head of school's memoranda.
- Log expenses and payments related to the head of school's budget and monitor fidelity to the overall budget.
- Provide general clerical duties and administrative support for the leadership team.
- Manage personnel documents and assist with hiring process.
- Prepare and complete employee and volunteer criminal history checks.
- Prepare and manage the school calendar and other scheduled events.
- Coordinate professional development registration and arrange travel for members of the leadership team, faculty, and visitors, including candidates for employment, accreditation visiting committees, etc.
- Serve on administrative committees.
- Assist in planning and carrying out campus-wide events.
- Compile information as requested, formatting reports, graphs, tables, records, and presentations.

Other Duties

- Record meeting minutes as required.
- Attend evening or weekend events as required to provide support.
- Complete occasional errands.
- Welcome guests.
- Cover administrative assistant duties when needed.
- Assume responsibility for other projects as assigned by the head of school.

QUALIFICATIONS

Education

- Bachelor's degree required

Experience

- 5+ years' prior experience in education or as an executive assistant to a high-level school administrator or corporate executive

Knowledge, Skills, and Abilities

- Outstanding interpersonal skills, including the ability to communicate and collaborate effectively with people from diverse lived experiences and identities
- Dedication to an exceptional level of confidentiality

- Exceptionally capable in both written and oral communication in English
- Bilingualism in English and Spanish is a plus
- Excellent organizational skills while still exhibiting a high degree of flexibility
- Innovative and practical approach to problem solving
- Technologically savvy
- Proven success at working collaboratively and efficiently on a creative, diverse, and goal-oriented team
- Able to make quick decisions, take initiative, and prioritize tasks
- Available to support some events on evenings and weekends
- 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

We encourage applications from people of color, LGBTQ+ candidates, or candidates from communities that are historically underrepresented in independent schools.

SUPERVISION EXERCISED

Provide direction and feedback to the administrative assistant.

SUPERVISION RECEIVED

Reports to the Head of School and works with the Head of School to balance support for all members of the leadership team.

Supports similar needs of members of the Leadership Team and Chair of the Board of Trustees in service to the work of the school.

PHYSICAL DEMANDS

The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation. Work is generally performed in a standard school office environment.

- Work full-time in person and maintain regular and predictable attendance
- Ability to move throughout the campus during all weather conditions
- Ability to lift as much as 30 pounds

HOW TO APPLY

Please submit a resume and cover letter to jobs@thegirlsschool.org

Cover letters may be addressed to:

Ms. Rebecca E. Yacono

Head of School