



Position Title: **Executive Assistant to Head of School, Dean of Faculty and Dean of Diversity, Equity, Inclusion, and Belonging (DEIB)**

Last Updated: August 2021

Reports To: Head of School (in consultation with the Dean of Faculty and Dean of DEIB)

Status: Full-Time Permanent
Non-Exempt; Hourly

Schedule: Calendar Year; Monday through Friday
Base 40 hours per week; actual hours will be assigned per the needs of the department
Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible - No

Summary Description: This position provides all facets of executive level support to the Head of School, the Dean of Faculty, and the Academic Dean.

Essential Functions:

Support of the Head of School

- Provide poised and resourceful administrative assistance to the Head of School
- Screen all incoming calls and correspondence, directing those appropriate to the Head of School
- Serve as point of contact, screen all requests for appointments, schedule and manage daily calendar of Head of School
- Manage the day of the Head of School and edit calendar of the day as appropriate
- Schedule/organize meetings and activities for Head of School, including reserving rooms, ordering related items
- Debrief each morning with the Head of School the day's events and the schedule for the day
- Debrief the expectations for the week
- Screen issues to determine their urgency and nature
- Schedule and work with the direct reports of the Head of School, giving them priority in scheduling
- Interact on a daily basis with external contacts and visitors, as well as employees at all levels of the organization
- Accomplish agreed upon goals and objectives on a daily basis
- Act as a liaison for Head of School's office with various programs, departments, and outside groups, including the Board of Trustees, and members of the Administrative Team
- Work on a daily basis with Board of Trustees and direct reports of Head of School; assist in organizing board events when necessary
- Attend Board meetings, prepare meeting minutes and track action items and deliverables
- Plan and coordinate Executive and Strategic Issues Committee meetings and special events
- Produce and maintain confidential records, documents, and correspondence used for strategic meetings, projects, and initiatives
- Work with Human Resources Office to assemble and assimilate highly confidential and sensitive information
- Assist Head of School with administrative duties to include: receiving/placing phone calls, composing/editing letters, creating/editing forms, organizing information, preparing reports, managing schedules, and completing special projects when requested
- Establish, develop, maintain, and update filing systems for the Head of School; retrieve information from files upon request

- Be aware of any and all needs to send flowers and or donations as necessary on behalf of the school to families of individuals who have died or are in the hospital
- Implement various processes and procedures necessary to effectively support the operation of the Head of School's office
- Support colleagues in the Academic Offices and the Dean of Students Offices with coverage and other requests as needed to insure a smooth and efficient operation
- Work independently and within the Head of School's Office on special nonrecurring and ongoing projects
- Attend and actively participate in all meetings then asked to attend staff meetings, in-service sessions, and other required meetings
- Coordinate all travel arrangements and conference attendance for Head of School
- Review, organize, and submit all requests for reimbursement for expenses, and track credit card charges

Support of the Dean of Faculty

- Provide poised and resourceful administrative assistance to the Dean of Faculty
- Screen all incoming calls and correspondence, directing those appropriate to the Dean of Faculty
- Serve as point of contact, screen all requests for appointments, schedule and manage daily calendar of Dean of Faculty
- Prepare calendar of major professional development events (e.g. NAIS, TABS, etc.)
- Work closely with Human Resources Office in all aspects of the interviewing and hiring process of teaching candidates
- Prepare candidate schedules during interview process
- Prepare and maintain annual recruiting calendar of events
- Post jobs at the direction of the Dean of Faculty, in conjunction with Human Resources, to varying recruitment resources
- Coordinate travel arrangements for Dean of Faculty during recruiting season
- Support Dean of Faculty in preparing teacher evaluations
- Work with Dean of Faculty to schedule and communicate all faculty meetings and help to prepare the agenda for each meeting
- Support Dean of Faculty as point of contact for teachers that either need to take a day off or a period of time off, and help to prepare temporary replacements, working with academic department chairs
- Work with Human Resources to help prepare annual training sessions on Harassment Awareness Training, Boundary Training, Bullying Training and Mandatory Reporter Training
- Maintain any files related to the activities of the Dean of Faculty's Office
- Assist with general office duties such as data entry, correspondence, filing, record keeping, mailings and general communications throughout the Dean of Faculty's Office on as needed basis
- Serve as backup to Coordinator of Student Services for receptionist duties in the event of absence on the first floor or within a planned cycle of lunch coverage
- Work with Dean of Faculty and Human Resources Office to place listings for position openings
- Develop and maintain excel worksheets as requested
- Provide general information and directions to visitors, community members and general public as necessary
- General office duties to include data entry, correspondence, filing, record keeping, reporting, mailings, and office supply inventory

Support of the Dean of DEIB

- Provide poised and resourceful administrative assistance to the Dean of DEIB
- Screen all incoming calls and correspondence, directing those appropriate to the Dean of DEIB
- Serve as point of contact, screen all requests for appointments, schedule and manage the daily calendar of Dean of DEIB
- Provide oversight and support to details related to preparation and managing the annual graduation events
- Support Dean of DEIB in all letters to students' families
- Work with Dean of DEIB to make sure topics for faculty training are scheduled on the faculty meeting agenda when necessary
- Maintain any files related to the activities of the Dean of DEIB's Office

- Support for the scheduling, organizing, and execution of any and all DEIB events
- Complete research, as requested by the Dean of DEIB
- Assist with general office duties such as data entry, correspondence, filing, record keeping, mailings, and general communications for the DEIB Office on as needed basis
- Develop and maintain excel worksheets as requested
- Provide general information and directions to visitors, community members, and the general public as necessary

Essential Functions, continued:

- General office duties to include data entry, correspondence, filing, record keeping, reporting, mailings, and office supply inventory

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as assigned by the Head of School, Dean of Faculty, or the Dean of DEIB.

Qualifications:

- High School diploma required, associate or bachelor's degree preferred
- Knowledge of Veracross, the school's academic database, beneficial. Must have the ability to work with a database and, working with the technology department of the school, develop skills to extract information from the database
- Minimum of 3-5 years of experience in similar position, preferably in a non-profit or educational setting
- Strong ability to use discretion wisely and maintain confidential information
- High degree of professionalism
- Excellent communication and organization skills
- Ability to prepare concise and grammatically correct written communications
- Must have excellent verbal and written communication skills
- Must be able to work intuitively and independently on multiple projects simultaneously and work well under limited time constraints
- Solid experience working knowledge of Microsoft Office products, including Word, Excel, and particularly Outlook
- Resourceful and intuitive in Internet research
- Must possess excellent computer abilities and skills, with keyboard speed and accuracy
- Demonstrated interpersonal and communication skills required to successfully interact with diverse staff, faculty, students, and other constituents of the School
- Commitment to the culture, tradition, and philosophy of the educational mission of a residential secondary school
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Positive attitude and presentation
- Possess a valid driver's license
- Regular and consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Regularly communicates with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Can move about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, vendors, visitors
- Can remain in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative role performing duties in a typical office setting and thus is exposed to minimal adverse working conditions

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.