JOB TITLE: Assistant to Head of School
DEPARTMENT: Head of School Office
REPORTS TO: Head of School

**Position Purpose**

The executive assistant to the Head of School provides confidential, consistent and professional support to the Head of School, and the Board of Trustees of Castilleja. The Assistant to the Head of School take the initiative to anticipate the needs of the Head of School and make the work of the Head of School and the board more efficient. Requires a bachelor’s degree, proficiency with Microsoft Office Suite and Adobe products, experience in database entry, strong writing skills, efficiency and initiative, and the ability to interact with constituents and colleagues in a way that inspires confidence while maintaining professional confidentiality. Knowledge of independent schools preferred.

**Key Accountabilities**

- **Board Relations:**
  Provides administrative and logistical support to the Foundation’s Board of Directors, including scheduling meetings and retreats, gathering and distributing board materials, taking minutes, tracking deliverables, updating the board website, and maintaining records for the full board and all the board committees.
  Staffs board meetings and board committee meetings, as requested.
  Liaises with the Board Director’s and Foundation’s administrative staff, as directed by the CEO and Chief of Staff.
  Coordinates all communication with the Board of Directors on behalf of the CEO and Chief of Staff.

- **Donor Relations and Administrative Support:**
  Organizes and schedules the CEO’s donor meetings. Works with Advancement to coordinate and schedule on behalf of the CEO. Complies and prepares agendas, briefings, case for support materials, and proposals, as requested.

- **Team Integrator:**
  Identifies systems, tools and processes for improvement and makes recommendations for change. Continually enhances personal productivity by learning and using the latest software tools.
  Maintains positive working relationships with staff at all levels of the organization.

- **Other Responsibilities:**
  Understands, supports and models the Foundation’s Core Values at all times.
  Takes responsibility for own career development and seeks opportunities to enhance skills and knowledge of the department and the Foundation.
  Shows initiative to take on additional tasks, duties and assignments to ensure the department fulfills its responsibilities.
  Recommends new approaches, procedures and processes to effect continual improvements in efficiency of department and services performed.
  Performs other related duties as assigned.
  Regular and predictable attendance is required.
Takes notes and keeps records of select meetings. Makes sure the CEO is as prepared as possible for meetings by making all necessary materials available in advance, confirming meeting logistics, and diligently managing her/his time.

Reads, sorts, and prioritizes the inbox of the CEO; assembles relevant information for correspondences, reports and meetings. Drafts and/or sends correspondences on behalf of the CEO.

Reviews, proofreads and/or verifies written materials and correspondence. Composes and/or transcribes general correspondence, memos, talking points and briefings for the CEO, Executive Leadership and various publications. (i.e. contributes to the CEO Report shared with the Foundation and Hospital boards)

Prepares and processes expense reports on behalf of the CEO.

Acts as liaison for the Head of School with the school community.

Prepares schedules for Board of Trustee and Subcommittee Meetings, makes meeting arrangements for board meetings.

Maintains board roster, files, and committee minutes for board and subcommittees membership and meetings. Develops and maintains the board section of the website in consultation with Communications.

Schedules calendar for Head of School and makes all meeting arrangements.

Coordinates all conference and travel arrangements.

Reviews and prioritizes Head of School’s mail and email.

Screens and directs phone calls for the Head of School.

Acts as coordinator for support staff.

Maintains expense reports for the Head of School and assistant Head of School.

Coordinates the process of gathering information for surveys

Maintains Head of School’s office files.

Drafts letters for signature based on notes or other direction given.

Maintains a sense of teamwork and positive tone among school office staff.

Assists institutional advancement functions in coordinating various special events (such as; Board Meetings, Founders Day, Opening and Closing days, promotion and Graduation, coffees, luncheons)

Extremely strong communication skills on multiple platforms and mediums (email, text, in person, video calls, etc.)

Tech savvy and familiar working in both Mac and MS Office operating systems, Salesforce, and Box

Manages google calendar
• Cheerfully and efficiently supports the goals of the school in a variety of un-anticipated ways.
• Uses independent judgment in performing the responsibilities of the position.
• Participates in planning for All School Meetings

OTHER DUTIES
Required:
5 years of relevant experience in a senior executive support position
Ability to exercise sound judgement in handling sensitive and confidential information with discretion while maintaining the highest level of confidentiality and complying with HIPPA regulations at all times
Skilled at balancing competing priorities; demonstrated ability to anticipate and prioritize tasks, organize and maintain workflow, and adhere to or create processes
Highly organized with meticulous attention to detail
High level of productivity and initiative
Ability to handle multiple projects simultaneously in a fast-paced environment
Excellent interpersonal skills and the ability to work effectively with staff at all levels of the organization
Excellent verbal and written communication skills, including ability to communicate directly and effectively with others

Professional and responsive demeanor: warm, unflappable, efficient and knowledgeable
Tactfulness, flexibility and willingness to collaborate with others
Ability to work independently as well as part of a team environment
Resilient and adaptable in the face of changing priorities
Ability to coordinate the preparation of printed and digital materials for meetings and publications
Ability to compose correspondence and utilize communication tools
Ability to use relevant data to analyze trends and elicit insights
Proficiency in Microsoft Word, Outlook, Excel, and PowerPoint
Demonstrated ability to utilize and master technical tools that further and enhance productivity

Ability and willingness to work overtime, including evenings and weekends, as needed
Ability to travel locally and long-distance travel, as required
Ability to exercise good judgment and independent thinking in decision-making
A positive, constructive attitude toward others and in situations, even in the face of adversity
Demonstrated commitment to a diverse and inclusive work environment
Genuine interest in improving the health and well-being of children

• Maintains agenda topics, status lists and takes minutes for Leadership Team meetings.
• Monitors and directs special projects as assigned.
• Assists with institutional advancement activities.
• Performs other duties as requested.

JOB SPECIFICATIONS:

• Bachelor’s degree in English or Humanities preferred.
• Ability to work with a wide range of individuals and to interact cheerfully and professionally with the public.
• Excellent organization, 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, familiarity with database functionality and portal management and ease in learning to use other software and online resources
• Strong keyboarding skills.
• Experience with a similar role preferred.
### Position Requirements

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<th>Skills &amp; Knowledge</th>
<th>Experience</th>
<th>Education</th>
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<tr>
<td>Superior interpersonal, communication, writing and organizational skills</td>
<td>Five+ years of administrative support/coordination of processes</td>
<td>Associates degree required</td>
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<td>Demonstrated professional and personal integrity;</td>
<td>Familiarity with educational institutions, preferably Independent schools</td>
<td>Equivalent combination of education and/or experience will be considered</td>
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<td>Good problem-solving skills</td>
<td>Good understanding of databases and website management</td>
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<td>Excellent organizational skills with particular ability to multi-task and prioritize work</td>
<td>Familiarity with Robert’s Rules of Order and experience working with a Board of Directors</td>
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<td>Accuracy and attention to detail in maintaining data integrity</td>
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<td>Proficiency in basic data management systems and basic computer applications (e.g., Word, Excel); willingness and ability to learn additional applications as needed</td>
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<td>Ability to handle sensitive and confidential matters with appropriate discretion</td>
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<td>Willingness &amp; ability to work flexible work schedule, including occasional evenings &amp; select weekends</td>
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<td>Appreciation of and commitment to boarding and/or single sex education, diversity and to serving the needs of a diverse population</td>
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*Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.*

*The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective.*

*The Madeira School is an Equal Opportunity Employer.*