

Job Description: Executive Assistant

Reports To: Head of School

Date Updated: 6/2017

PURPOSE: The Executive Assistant reports to the Head of School and his/her job is one of supporting and assisting the Head of School by providing support so that he/she can accomplish the essential tasks of serving faculty, students, parents, and constituents (see Duties/Responsibilities section of the Head of school Job Description). The Executive Assistant will also perform general supportive tasks in the school office and assist with the operation of certain procedures and programs throughout the school year.

DUTIES/RESPONSIBILITIES:

1. Assist the Head of School
 - a. Answer questions from faculty and staff on day-to-day matters.
 - b. Oversee the Head of school's schedule.
 - i. Scheduling meetings
 - ii. Protecting time for Head of school to be in the classroom or meeting with donors.
 - c. Assist the Head of school in the preparation, editing, and proof reading of:
 - i. Reports for the Board Meeting
 - ii. Board Packets
 - iii. Faculty and Staff Evaluations
 - iv. Regular communication with faculty, staff, students, parents, or donors.
 - v. Regular correspondence (letters and email)
 - d. Oversee the order of standardized testing material and testing services
 - e. Works with faculty to schedule rooms and times for special events/needs
 - f. Works with Learning Support and outside testing organizations to schedule any visits or testing done for special needs of students at Veritas
 - g. Contacts and assigns Substitute Teachers when faculty members are ill or away
 - h. Professionally and confidentially handle all sensitive information and situations
 - i. Screen calls and emails as directed by the Head of School
2. Employee File Maintenance
 - a. Obtain and manage relevant clearances from all employees and volunteers
 - b. Obtain all new hire paperwork from all employees
 - c. Update employee files regularly according to school and federal standards
3. Administrative Functions
 - d. Assist with creation and distribution of internal and external school forms
 - e. Assist with production and distribution of report cards
 - f. Manage school pizza lunch program
 - g. Provide printer support to teachers and staff
 - h. Retrieve and disperse school mail
 - i. Help manage School Box Tops program
 - j. Fill in for receptionist as needed
 - k. Conduct designated functions in school management software as designated by the Head of School
 - l. Assist with admissions processes as determined by Head of School
4. Provide support in other administrative and clerical functions as determined by Head of School

QUALIFICATIONS:

1. This position requires at least a high school diploma or equivalent (associate's degree preferred)
2. Previous office work experience preferred
3. Personal profession of faith in Jesus Christ
4. Successful completion and meeting of all mandated state clearances and trainings
5. Strong proficiency in Microsoft Office Package and typing
6. Strong desire to advance personal knowledge and skills through professional development
7. Should be able to lift comfortably at least 25 lbs
8. Must have good oral and written communication skills
9. Must be able to work in a fast-paced, team-oriented office environment
10. Must be flexible and willing to take on new tasks and challenges regularly
11. Must be competent in multitasking
12. Must subscribe to and be in agreement with Veritas Academy's *Statement of Faith, Core Values, Philosophy of Education, Mission and Vision Statements, Statement of Human Life, Statement on Marriage, Gender, and Sexuality, and Employee Code of Conduct*

SUPERVISORY RESPONSIBILITIES: The office assistant does not have any direct reports but will manage student and adult volunteers as needed.

WORK ENVIRONMENT/DYNAMICS: The Executive Assistant will often be faced with multiple tasks simultaneously. The typical work environment will be located in the school office but will require regularly completing tasks all around the school facility and occasionally running local errands off campus.

WORK YEAR: This position is a full-time, year round position with reduced hours when school is not in session.

SCHEDULE FOR EVALUATION: The Executive Assistant will be evaluated annually by the Head of School. A new Executive Assistant will have a 60 day evaluation during his/her first year.

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum. I understand that I will be evaluated based on my performance of these duties and responsibilities.

Employee Signature

Date