

# ST. GEORGE'S EPISCOPAL SCHOOL

## **Assistant to the Head of School**

Reports to: Head of School

Full-time, 30 hours per week | 12-month Exempt | Monday through Friday

*St. George's Episcopal School is a coeducational, independent school serving approximately 395 students from Nursery through eighth grade in a family-like atmosphere with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the premise that everyone learns differently. Our version of personalized learning, our nurturing environment and our low student-to-teacher ratios ensure that we challenge and support every child. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. Learn more at [www.stgnola.org](http://www.stgnola.org).*

## **Position Summary**

The Assistant to the Head of School supports the leadership of the Head and performs administrative and operational tasks to maintain the smooth operation of the office of the Head of School. The Assistant makes responsible decisions in accordance with established school policies and procedures and uses considerable judgment and independent action in establishing or adapting work procedures to new situations.

## **Essential Duties and Responsibilities**

- Supports the Head of School (HOS) through managing his calendar and ensuring that he meets scheduled appointments in a timely manner.
- Assists the HOS to help focus on strategic priorities that only he can perform and that requires focused attention, serving as a “gatekeeper” to ensure priorities are met and unscheduled appointments kept at bay unless urgent.
- Assists with correspondence, mailings, copying, faxing and communicating electronically as requested and provides other administrative support as needed by the HOS.
- Oversees and supervises the School Secretary; and Early Childhood and Lower School Secretary.
- Screens phone calls, redirects calls as needed and takes messages.
- Opens and sorts HOS mail and redistributes to appropriate personnel if needed.
- Serves as the liaison to the Board of Trustees, including:
  - Schedules monthly board and committee meetings.
  - Attends monthly board meetings.
  - Records, writes and types board minutes.
  - Emails meeting reminders for board and committee meetings.
  - Compiles packet of board materials prior to each meeting with agenda, committee reports, memos, minutes, etc. and uploads to the Trustee Portal.
  - Orders food or light snacks for board meetings and secures space and set-up for meetings.
  - Receives phone calls from trustees and assists with coordinating meetings, etc.
  - Drafts and updates all Board of Trustees website content.
- Arranges travel reservations and itineraries for the HOS and other administrators as requested.

- Maintains professional subscriptions and organizational memberships.
- Maintains online school profile information on the ISAS/NAIS websites as well as membership information with NAES, ISAS and NAIS etc.
- Completes all nonpublic schools reports, including but not limited to: BESE Approval, Brumfield vs. Dodd, etc.
- Completes all aspects of the ISAS re-accreditation process, especially with the ten-year reports and interim reports.
- Supports the school secretary functions when the school secretary is absent.
- Maintains office supplies and stationery/note cards for the HOS in coordination with School Secretary and Director of Marketing and Communications.
- Orders flowers or other acknowledgements for faculty, staff and other members of the school community in times of need or celebration.
- Coordinates with the Head of Security to arrange for security at special school events and after hours.
- Drafts, edits and distributes the *Daily Bulletin* (communicates with coaches, teachers and administrative team to include relevant information in the *Bulletin*), as well as updates student and faculty birthday lists for recognition in the *Bulletin*.
- Serves as liaison for school uniforms in coordination with our vendor (Lands' End) and communicates with parents if they need assistance with anything pertaining to the school uniform.
- Collects all forms before employees leave for the summer and gives them to the Business Office.
- Communicates daily with division directors and families as necessary.
- Organizes the 5-15-25 year celebration for employees at the faculty/staff meeting in December including compiling the list of employees to be honored and arranging for a co-worker to speak on each employee's behalf.
- Orders recognition awards for the Betsey King Award winner and for the faculty years of service presented at the Christmas service.
- Orders recognition awards for departing faculty and staff (10+ years) and departing trustees at Annual Meeting in April.
- Sends calendar invitations to all employees to attend the full faculty/staff meetings.
- Completes all other duties as assigned by the Head of School.

### **Additional Duties and Responsibilities**

- Organizes and performs a variety of administrative, secretarial and clerical tasks.
- Greets all incoming visitors as a point of contact and provides a warm and welcoming environment to all faculty, staff, students, parents and other visitors.
- Screens phone calls, e-mails and visitors for the purpose of providing information, transmitting messages, responding to inquiries and re-routing to appropriate personnel.
- Schedules meetings and manages the calendar for making necessary arrangements for administrators.
- Assists other personnel for the purpose of supporting them in the completion of their work responsibilities.
- Attends meetings for the purpose of collecting information vital to effectively perform duties.
- Seeks appropriate action and redirects guests and/or visitors to the appropriate personnel for resolution.
- Maintains confidentiality of documents and information received.

- Maintains logs in accordance with St. George's standards: attendance, visitors, carpool and safety logs and conducts safety drills, etc.
- Monitors the security cameras and communicates with Security in a professional and courteous manner as needed.
- Monitors and responds to radio communication via walkie in a professional and courteous manner.
- Cleans, organizes and maintains the front office area.
- Covers the front desk during staff lunch breaks and scheduled meetings.
- Notifies our USPS location (70115) of any extended office closing so that the mail will be held (or picked up as the situation dictates).
- Completes all other duties as assigned by the Head of School.

### **Qualification Requirements**

- Bachelor's degree preferred; high school diploma or equivalent required.
- 3 years of clerical experience, preferably in a school setting.
- Proficiency in Google Workspace applications including but not limited to Gmail, Calendar and Drive (Docs, Sheets and Slides).
- Ability to use an online student information system, various educational platforms and safety/communication applications on a chromebook, iPad and/or a smartphone.
- Familiarity with using copiers, printers, document cameras and presentation screens.
- A sense of integrity, ethics and ability to carry out responsibilities in accordance with the school's policies and procedures.
- Attention to detail.
- Strong organization and excellent communication skills; ability to multitask

### **Working Conditions / Physical Demands:**

- Must be physically able to operate computers and office equipment.
- Occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; close visual attention to the computer.
- Occasional lifting up to 50lbs.

### **St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Interested candidates should send a cover letter detailing their educational philosophy and resumé to Mr. Jé Gales, Director of Human Resources, at [je.gales@stgnola.org](mailto:je.gales@stgnola.org).**