



Position Description: Executive Assistant to the Head of School

Position Summary:

The Executive Assistant to the HOS will generally support all the activities of the Head. Working closely with the HOS, the Executive Assistant will be integrally involved in the leadership of the school.

Essential Functions:

- Protecting HOS time, commitments, and priorities
- Supporting the work of the HOS with personnel, operations, development, curricular and co-curricular activities
- Represent the HOS and Veritas both internally and externally

Specific Duties:

- Managing HOS schedule
- Coordinating HOS travel
- Preparation for board/committee meetings
- Interfacing with Board
- Interfacing with Advisory Council
- Interfacing with administrative leadership (and faculty / staff as appropriate)
- Interfacing with key external relationships
- Coordinating with member associations (i.e. SCL, ACCS, VCPE)

Qualifications:

- An established and maturing Christian faith
- A growing understanding of and vision for classical, Christian education
- High emotional intelligence
- Administrative skills – detailed, organized, IT competent
- People skills – personable, representative, a gatekeeper
- Communication skills – clear and concise oral and written communicator
- Discretion and discernment
- A heart for students, colleagues and school community
- Flexible and resourceful