



**Job Title: Executive Assistant to Head of School**

**Department: Head of School Office**

**Reports To: Head of School**

**Secondary Reporting: Associate Head of School for Curriculum and Instruction, Chief Financial Officer**

***\*This position is an exempt position***

The executive assistant to the head of school provides confidential, consistent and professional support to the Head of School, the Board of Directors and its subcommittees. Possessing excellent organizational, writing and editing skills and an ability to anticipate the needs of the office, the executive assistant takes initiative to make the work of the head of school and board more efficient. The executive assistant to the head of school acts as coordinator for support staff, and runs the front office. The position is also responsible for the school's safety and security program, contract management, and various other end of year tasks.

## KEY ACCOUNTABILITIES

### Administration

- Manages and coordinates safety and security program, including supervision of security personnel, and Safety Committee
- Manages collection/updates and retention of all faculty/staff emergency forms
- Assist the AHOS of Curriculum and Instruction in various areas:
  - Finals collection/storage, etc.
  - Coordinates awards process for specific scholarships and those scholarships for graduating seniors.
  - Faculty and Staff Directory, Master Schedules
  - WASC support
  - Academic probation process
  - Tri-School academic needs
  - Planning and coordination of the Academic Awards Assembly
  - Back to School Night
  - Work with website personnel to update the academic area of the website
  - Other as requested
- Supervises front office staff person.
- Mission Integration Interview Committee Lead



## **Board Operations**

- Prepares schedules for Board of Directors 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 the webmaster.
- Ongoing professional training on Board operations.
- Other projects as requested

## **Finance**

- Procurement: Responsibility over retention and maintenance of agreements.
  - Creates and maintains log of all contracts - including start/end date, contract owner on NDB side, vendor information and contact, and summary of what contract covers, and relevant financial and term information, etc.
  - Maintains database/google folder where all contracts are stored
  - Informs NDB contract owner when the contract is coming due in order to avoid automatic renewal as per the terms of agreement.
- Ownership of Student travel policy and compliance. Including but not limited to:
  - Initial third-party travel vendor contract and insurance review to ensure it complies with applicable laws
  - Chaperone education training
  - Faculty and staff process compliance
  - Review of paperwork to ensure compliance
  - Ensure compliance of crisis plan and health and safety emergency plans and/or contingency planning
  - Various other student travel areas.
- Ongoing training and professional development for Procurement and legal aspects of Student Travel.

## **Head of School**

- Schedules, maintains and confirms the head of school's appointments and calendar
- Assists the head of school with work and events related to the Board of Directors, faculty and staff, parents, donors, etc
- Manages all arrangements for faculty/staff meetings and employee events.
- Screens and directs phone calls for the head of school.
- Drafts memorandums/letters for signature based on notes or other direction given.
- Uses independent judgment in performing the responsibilities of the position.



- Acts as liaison for the head of school with the school community.
- Monitors and directs special projects as assigned.

### **Salary and Benefits**

Salary is based on education and years of experience. This position is eligible for benefits.

Interested candidates should submit a letter of intent, resume, and three letters of recommendation through the EdJoin.org website:

<http://www.edjoin.org/Home/Jobs?countyID=0&districtID=3494&catID=4>

### **About Notre Dame High School**

Notre Dame Belmont is a Catholic college preparatory school for girls, located in Belmont on the same 10-acre campus as Notre Dame de Namur University and Notre Dame Elementary. The mission of Notre Dame is to educate women with ambition and integrity, to become visionary leaders, and to lead lives of purpose and impact.