

Administrative Assistant to the Principal at Santa Ynez Valley Union High School District



Job Information

Date Posted: 9/3/2019

Application Deadline: 9/19/2019 4:00 PM Pacific

Employment Type: Full Time

Length of Work Year: 11 Months

Salary: \$42,455.00 to \$52,680.00
DOE

Number Openings: (At time of posting) 1

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Job Summary

The Administrative Assistant to the Principal is the public face of the Santa Ynez Valley Union High School principal's office. Key functions including managing the principal's calendar; answering phones; organizing and coordinating a variety of events and meetings both on campus and off-site; acting as the liaison between the principal and faculty, staff, students and parents; and interfacing with governmental and other outside agencies.

Requirements / Qualifications

The right candidate will understand confidentiality, and will have a calm, approachable and friendly demeanor. He or she will be able work well under pressure, have a strong work ethic, be a proactive self-starter, meet deadlines, and have effective written and verbal communication skills. Preference will be given to applicants with increasingly responsible experience as an administrative or executive assistant, preferably in an education setting. Bilingual (Spanish) preferred.

Online Application

Cover Letter

3 Letters of Recommendation

Resume

<https://www.edjoin.org/Home/DistrictJobPosting/1226791>