



Department: Head of School

Reports To: Head of School

Classification: 12-month staff; Exempt

Hours: Full Time

Benefits: Applicable per designated classification

Job Summary: Reporting directly to the Head of School, the Executive Assistant provides executive support in a wide range of office and school operations. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Head of School. The Executive Assistant also serves as a liaison to the board of directors, leadership team, faculty and staff.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Performs diverse, high-level office-related responsibilities with minimal supervision as delegated by the Head of School.
2. Coordinates a wide variety of projects, activities and / or events for the Head of School.
3. Maintains and coordinates Head of School's schedule, including appointments, meetings, travel reservations / accommodations, etc.
4. Prioritizes and screens incoming email correspondence and telephone calls for the Head of School. Composes email responses when directed by the Head of School.
5. Organizes, assembles, distributes, and prepares board packet for Board of Director meetings.
6. Plans and coordinates details of meetings and other special events including:
 - a. Employee Christmas party
 - b. Faculty / Staff appreciation luncheon
 - c. Graduation
 - d. Board Meetings
 - e. Executive Team Retreat
 - f. Board Retreat
7. Supports Head of School in preparation for various presentations and meetings
8. Reconciles monthly credit card statements for the purpose of maintaining accurate account balances
9. Processes confidential information regarding school operations.

Qualifications: The Executive Assistant to the Head of School must be a spiritually sensitive individual who understands the mission of Wheaton Academy and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living. This person has a growing and vibrant relationship with Jesus Christ and maintains active participation in a protestant evangelical church.

The Executive Assistant to the Head of School is creative and enjoys working within a small, fast-paced, mission driven environment. This individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.