



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

### **School Description**

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. *Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.* With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

### **Position Summary**

Santa Catalina School, a nationally recognized PreK-12 independent Catholic school in Monterey, California, is seeking a full-time Administrative Assistant to the Head of School. The position supports the Head's leadership role by performing administrative and operational tasks to maintain the smooth operation of the Head's office. This position requires interaction with the internal and external Santa Catalina School community in a manner that ensures the welcoming and professional presence of the Head's office. The Assistant is approachable and positive, maintaining effective relationships and a collaborative, diplomatic, and professional work style.

### **Position Description**

Reporting directly to the Head of School, the Assistant must possess exceptionally strong organizational skills, calendar organization, time management, attention to detail, the ability to follow through in a timely manner, and the ability to thrive in a fast-paced environment. The person in this position takes pride in their work, is able to prioritize tasks, and is a self-starter who anticipates next steps. The Assistant is a model of integrity and professionalism and adheres to strict confidentiality in all matters, handling information with sensitivity and discretion. The ability to work with members of the Leadership Team, Board Chair and Board Committees, and a variety of staff and faculty members is key.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

### **Essential Responsibilities**

- Assist the Head in overseeing and nurturing the life of school (including, but not limited to, scheduling meetings, ensuring project timelines, and enhancing communication between the Head of School office and all constituents by organizing efficient and timely flow of documents, communication, and correspondence)
- Oversee particulars for visitors to the Head's office and the campus
- Manage the Head's calendar
- Organize and execute plans for employee meetings, gatherings, and ceremonies throughout the year, including preparing materials, planning activities, and managing details directed by the Head of School, senior leadership, and the Board Chair
- Organize and execute plans for all Board of Trustees meetings and projects
- Manage employment agreements and job descriptions in partnership with Human Resources
- Support the organization and collective work of the school's Leadership Team
- Support the Board of Trustees (accurately record minutes at board meetings, assist in organizing meeting schedules and agendas—including all details for board weekends—track attendance, and prepare annual documents and supplemental documents as needed)

### **Other Responsibilities**

- Other responsibilities as assigned to support the school as directed by the Head

### **Qualifications**

- A minimum of five years in a high-level administrative assistant or executive assistant to a senior-level role
- B.A. preferred
- Experience in the rhythm of the annual school calendar of an independent school is preferred
- Demonstrated excellent communication skills
- Strong organizational and record-keeping skills and digital literacy
- Successful completion of a LiveScan criminal background check as required by law

### **Competencies**

- Curious, open, and positive mindset about people and organizational systems
- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Strong interpersonal skills, including good listening, humor, tact, intuition, and kindness
- Proficient in Microsoft Word, Excel, and Google Workspace, and overall digital literacy
- Professional communication skills and congeniality in verbal, written, in-person, and virtual communication

- Excellent organizational and time management skills, including the ability to plan, organize, and implement multiple tasks in a fast-paced environment
- Proficient in the operation of general office equipment including computers, copiers, scanners, digital cameras, etc.
- Ability and desire to create responsive, caring, and appropriate relationships with students, families, and colleagues
- Ability to assess and respond to the needs of the school and act as a representative of the school
- Commitment to professional growth and education

### **Supervisory Responsibilities**

- This position does not supervise other employees

### **Working Conditions and Compensation**

- Ability to be physically active in order to access by foot or mobile cart any and all areas of our 36-acre campus and to attend meetings and other job-related gatherings
- Ability to work in various positions, including, but not limited to, standing, bending over, crouching, sitting, reaching, driving (a cart) for extended periods of time, and needing to lift up to 50 lbs.
- Additional time may be required beyond the normal day or week for evening and weekend meetings or work
- Santa Catalina School offers competitive insurance and retirement benefits
- Salary Range: \$33–\$38 per hour depending on experience

### **Equal Employment Opportunity**

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

### **To Apply**

Interested candidates should visit our website to complete and submit an application, resume, and cover letter: [www.santacatalina.org/employment](http://www.santacatalina.org/employment). Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact [employment@santacatalina.org](mailto:employment@santacatalina.org).