

Executive Assistant to Principal

Reports to: Principal

Classification: Exempt

Employee Type: Full-Time (12 months); July 1st thru June 30th

Junipero Serra High School is a Catholic college preparatory for boys located in San Mateo, in the heart of the San Francisco Peninsula. Serra's legacy spans nearly 75 years of excellence in Catholic education. A rich and rigorous academic curriculum, a wide range of extracurricular activities, and an environment of support, compassion, and mutual respect are hallmarks of Serra. Serra's faculty and staff are deeply committed to mentoring their students, providing a framework for young men to grow in faith, intellect and character.

Essential Functions

- Appointed and is delegated authority by the Principal to support a wide range of administrative duties in direct executive-level support of the Office of the Principal including many confidential and time-sensitive matters.
- Assists the Assistant Principals and other school administrators in the ongoing administration of internal operations.
- As a team member of the Principal's Office staff, provides the highest quality of clerical services while collaborating closely with other support personnel in establishing appropriate and professional interactions with the students, faculty, staff, parents and the general public.
- Facilitates, coordinates and leads regular Principal's Office staff meetings for concerns, coordination, information, and education at the direction of the Principal.
- Assists the Human Resources Director with employee fingerprinting, background checks and record keeping for compliance with the VIRTUS program.
- Works with the Director of Human Resources on interviewing, hiring and training the Front Office Staff.
- Supervises the Front Office Staff and prepares annual performance evaluations.
- Works with Front Office staff members to define annual goals and prepare career development plans in conjunction with the performance appraisal process for support personnel.
- Coordinates faculty events and celebrations on behalf of the Principal.
- Manages all aspects of the annual graduation ceremony working with the Principal, student leaders and others.
- Works as a team member to assure that overall Principal's Office goals and timelines are met.

Qualifications:

- Bachelor's Degree
- Minimum of five years experience supporting senior executives
- Minimum of three years experience managing employees
- Role model in embracing the school's mission and goals
- Experience in a school environment and/or a non-profit setting preferred
- Proficiency with Google (Docs, Drive, Calendar)
- Excellent written and verbal communication skills
- Exceptional office management/organizational skills, including the ability to multitask effectively with a superior level of attention to detail
- Communicate effectively with all levels in the organization and community in a variety of daily challenges and deadlines
- Ability to effectively adapt to changing situations, multiple priorities and activities
- Strong interpersonal and problem-solving skills
- Exhibit professionalism and ability to work in a confidential environment with discretion
- Ability to work in a fast-paced environment with strong time-management and prioritization skills
- Strong working relationships/partnerships and team-building with peers and others
- Must be exceptionally resourceful and proactive in managing various assignments/projects
- Flexible and willing to work extended hours according to work requirements

Physical Requirements and Work Environment

- Ability to lift up to 25 lbs.
- Ability to work extended periods of time at a desk and computer
- Generally works in standard office conditions and climate
- Ability to safely and comfortably travel around the campus