



TRINITY SCHOOL OF DURHAM AND CHAPEL HILL

Job Description

POSITION: Executive Assistant to the Headmaster and Board Administrator

DATE UPDATED: June 17, 2013

STATUS: Full Time Exempt

YEARLY TERM: 12 months

REPORTING RELATIONSHIPS

Supervisor: Headmaster Dr. Peter Denton, Jr.

Supervisor Of: N/A

The Executive Assistant to the Headmaster manages the Headmaster's schedule in accordance with his goals and strategic priorities. This person handles ongoing and lower level strategic business for the Headmaster and "manages him up" by assisting people who need the Headmaster's attention, referring them to other staff, and scheduling time with the Headmaster. The Executive Assistant to the Headmaster plays a vital role in helping the Headmaster attend the right school events, in as efficient and effective way as possible. One of the most important duties of the Executive Assistant is to help the Headmaster focus on strategic priorities that only he can perform and that require focused attention. The Executive Assistant will respond to some requests and emails, and draft other responses. He or she may represent the Headmaster at meetings he cannot attend. The Executive Assistant may be asked to serve as a secretary to certain committees where another staff person is unable to attend.

As Board Administrator, this person prepares Board agendas, communicates regularly with the Board, attends Board meetings and some committee meetings, and takes official minutes of the Board. He or she schedules meetings of the Board committees when committee chairs request such aid.

The Assistant to the Headmaster will have strong relationships with every division and department of the school and will assist in keeping the lines of communication strong between the Headmaster and all sectors of the school.

DUTIES AND RESPONSIBILITIES AS ASSISTANT TO THE HEADMASTER

- Serve as the first point of contact for visitors to the Headmaster's office
- Maintain appointment/meeting calendar for the Headmaster; confirm all appointments.
- Prepare the Headmaster for all meetings
- Prepare correspondence, articles, research, etc. for Headmaster
- Coordinate August and June In-service and all-school faculty meetings
- Help to coordinate personal and school calendars
- Maintain records on teacher licensure, certification, continuing education, etc.



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- Prepare annual accreditation report
- Oversee overall professional development budget and Headmaster's allowance budget
- Work closely with HR Director to issue contracts and letters of employment for faculty and staff each year
- Coordinate the scheduling of all interviews with various hiring managers
- Prepare weekly agendas for Senior Staff and Academic Staff
- Work closely with the Advancement Director and staff to schedule Headmaster's time for Advancement meetings
- Organize and facilitate celebrations and events
- Assist with summer mailings and other special mailings
- Assist with commencement preparation
- Assist with preparation and planning of all-school Chapels and other special events
- Make travel arrangements for the Headmaster
- Perform other duties as requested by the Headmaster

DUTIES AND RESPONSIBILITIES AS BOARD ADMINISTRATOR

- Attend monthly board meetings and two half-day retreats each year
- Take notes and minutes as requested by the Secretary of the Board
- Keep official file of minutes, attachments, board agendas, policy manuals, etc.
- Work with Board Chair to organize and support all Board Committees
- Organize all Board meeting materials and post to the Trustees' portal
- Maintain Trustee information on the website
- Maintain Advisory Council information on website and schedule those meetings
- Draft agendas and motions for the Board meetings with Board Chair and Headmaster

QUALIFICATIONS

- A deep and abiding faith in Christ
- A habit of prayer and time in Scripture
- A servant to all
- Not a respecter of persons
- A can-do attitude
- A quick study; resourceful
- Friendly and hospitable
- Able to say "No" in a gracious way that gets to "Yes"



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- A quick, clear, articulate writer and proofreader; a skilled communicator both in writing and in person
- Highly organized
- A good planner—looks ahead and works backwards and anticipates challenges
- Confident—willing to make decisions and carry them out, under the Head's authority
- Humble—nothing to prove, only a heart to serve
- Savvy—understands that there is a time for everything and figures out what time is now
- Hard worker. Responsibility-oriented and not task-oriented
- Wise. The work in the Headmaster's office requires judgment calls all day long
- Understands the Headmaster's job and priorities
- Understands the importance and value of the Board
- Able to juggle and balance multiple priorities

A Bachelor's Degree is required.

Experience as an assistant to an executive is desired.

Experience in a school is helpful.

Experience in a non-profit is helpful.