



CAPSTONE Classical Academy

Executive Assistant to the Headmaster 12-month (summers included), Full-Time Reports to Headmaster

Necessary Skills

- Adept at standard office use of email, word processing, spreadsheet, and various databases and office software solutions. Training will be provided as needed for specialty software used by the school.
- Strong interpersonal skills with a high emotional and social IQ.
- Use of extreme discretion and proven commitment to confidentiality.
- Strong communication skills, both oral and written.
- Exceptional time management skills and strategic thinking.
- Management of small teams of office staff.

Responsibilities and Expectations

- Expected work week of 40 hours per week. This is a salaried position that typically requires working on campus from 7:30 a.m. to 3:30 p.m. Flexible hours and remote work arrangements will be provided as needed since occasional tasks may be need to be completed at unconventional hours.
- Pray for the Headmaster to faithfully execute his calling in the ministry of Capstone Classical Academy.
- Pray for Capstone Classical Academy's board, leadership team, faculty, staff, and families.
- Represent Capstone Classical Academy's mission, and most importantly, Jesus Christ, by submitting to the Holy Spirit in interactions with colleagues and families to the glory of God.
- Assist Headmaster with tasks as needed and directed to help him to serve families, faculty, and staff with excellence.
- Supervise and support the two front office staff/administrative assistants and provide day-to-day support to visitors to campus and to the front office as needed, remaining flexible in the midst of the unexpected.
- Conduct research for the Headmaster as needed to help him to make informed decisions for the school.
- Draft written communication to stakeholders as needed and directed by the Headmaster.
- As requested by Headmaster, manage his schedule, review his email, and help him triage tasks and needs to best serve constituents.
- Provide observations and insights to the Headmaster and leadership team to create necessary policy and structures for smooth and effective delivery of the school's mission.
- Support the business, admissions, advancement and marketing offices with tasks as delegated by the Headmaster.
- Answer phones and doors as needed for the Headmaster and administrators and office staff when receptionists are not in the front office.
- Support other faculty and staff as needed with unanticipated tasks as a member of a young growing school.
- Contribute to the refinement of the vision, traditions, structures, and policies of Capstone in its early years of development.
- During the school year, step in as needed to serve as a substitute for other employees.
- Provide helpful observations and critique to the Headmaster for the purpose of helping him to improve Capstone's service to its families, faculty, and staff, and to help him to support this position of administrative assistant with excellence.

Salary and Benefits

- Competitive salary commensurate with experience when compared to private school/non-profit market.
- Employee medical insurance with optional a la carte family insurance.
- Retirement plan matching.
- Priority tuition support consideration for children attending Capstone.
- Generous paid time off, including paid time off for most school calendar holidays.