



Job Announcement
Executive Assistant

Position Title	Executive Assistant
Reports To	Head of School
Location	Boxford, MA
FLSA Status	Non-Exempt
Full-Time or Part-Time	Part-time
Pay	\$20 - \$25 per hour
Remote Status	Position not eligible for remote work
Closing Date for Applications	

Saint George Classical Academy Mission:

Saint George Classical Academy is a Christian classical school serving families on the North Shore of Massachusetts with Pre-K through 8th grade education, expanding into high school next year. The Academy offers a holistic approach to education that integrates character formation along with academic learning. We believe that education should not only inform the mind but also form the soul in virtue and wisdom.

Position Summary:

The Academy seeks a highly competent and faithful individual who understands the mission of Saint George Classical Academy. Reporting to the Head of School, this position will support school functions at both operating and organizational levels. On a daily basis, the Executive Assistant will perform operating functions that support school operations. Additionally, the Executive Assistant will support longer-term organizational goals by assisting with local and state registrations, school planning, and other financial, governance, and administrative requirements.

Responsibilities:

- Facilitate and assist with establishment of school operating systems.
- Provide administrative support to the school through clerical and administrative duties, sometimes of a confidential nature.
- Coordinate and manage volunteers for individual classrooms and the school as a whole.
- Provide support and student supervision during recess and other periods during the school day.
- Assist with planning, budgeting, implementation, and evaluation of all faculty and student functions.

- Maintain school databases and assist with student registrations, reporting and recordkeeping.
- Oversee school ordering and billing systems.
- Assist with and coordinate a variety of projects, activities events for the Academy
- Maintain and coordinate Head of School’s schedule, including appointments, meetings, and travel.
- Support Head of School in preparation for presentations and meetings.
- Organize, assemble, and oversee distribution of school communications across electronic, print, and Internet platforms.
- Compose, prepare, type and maintain forms, reports correspondence, and memos.
- Assist with staff in-service trainings, workshops, and meetings.
- Perform general office duties, including but not limited to telephone/e-mail, interschool message systems, mailing duties, receptionist duties, preparation/editing of correspondence/reports, scheduling, general filing, photocopying, maintaining records, and regular reports.
- Attend and support school events outside of usual business hours including, but not limited to, open house, parent conferences/meetings, prospective student tours, etc. throughout the school year and during the summer.

Qualifications:

- Must display a warm, hospitality-driven mindset.
- A “child-first” outlook, motivated by a passion for child development and education.
- Proven success in relational development and management; experience in school administration preferred.
- Must have a high school diploma, with 2 years of school administration experience. Associate or Bachelor’s degree preferred.
- Experience working with a school principal or head of school preferred.
- Must be authorized and eligible to work in the United States.
- Excellent computer proficiency and ability to troubleshoot technological problems.
- Proficiency with Microsoft and Google apps, specifically Word, PowerPoint, Docs, Sheets, and Gmail, and Outlook/Google Calendar.

Competencies:

Competency	Level (Beginning, Proficient, Advanced, Mastery)
Communications	Advanced
Faithfulness	Advanced
Organization	Advanced
Collaboration & Teamwork	Advanced
Creativity	Proficient
Initiative & Self-Motivation	Proficient
Orthodox Church Structure & Traditions	Beginning

Compensation:

Negotiable based upon experience. Health insurance and other benefits not provided.

ADA Requirements:

This job operates in a university campus environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application:

All materials below should be sent to juliana.joyce@stgca.org

1. Resume
2. Cover letter explaining your interest in working with Saint George Classical Academy.
3. 3 references. At least one reference must be from a current or previous supervisor.

Disclaimer:

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to include a or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other tasks as needed.

Revision Date:
09.016.2024