

# Assistant to the Principals Job Description

## Role Overview

We are seeking a highly organized, proactive, and discreet **Assistant to the Principals** to provide administrative support. In this role, you will act as the primary gatekeeper, liaison, and organizing force for the Principals, ensuring their daily operations run seamlessly.

The ideal candidate possesses exceptional communication skills, thrives in a fast-paced environment, and can effortlessly multi-task with a high level of professionalism and confidentiality.

## Key Responsibilities

### Calendar & Schedule Management

- Manage and coordinate meetings for the Principals.
- Act as the primary calendar gatekeeper.

### Communication & Liaison

- Serve as the primary point of contact between the Principals and teachers, parents, and other administration.
- Maintain the highest level of confidentiality regarding sensitive business operations and personal matters.

### Logistics & Event Coordination

- Help teachers with field trip logistics.
- Organize staff meeting set up - ex: room set up requests and tech help.

### Administrative & Project Support

- Track ongoing projects, deadlines, and deliverables on behalf of the Principals, gently holding team members accountable for updates.

# Qualifications & Skills

## Experience

- **Experience:** 3–5+ years of experience as an Executive Assistant, Personal Assistant, or similar role supporting executives or principals.
- **Education:** Bachelor's degree preferred, or equivalent practical experience.

## Technical Skills

- Advanced proficiency with productivity suites (**Google Workspace** or **Microsoft 365**).
- Ability to quickly learn and adopt new software or AI productivity tools.

## Core Competencies

- An innate ability to create order out of chaos and manage multiple moving parts simultaneously.
- Anticipates needs before they arise.
- Exceptional interpersonal skills.
- Calm under pressure and highly adaptable to shifting schedules and priorities.

## What We Offer

- Competitive salary.
- Discounted health, dental, and vision insurance plans.
- Paid time off (PTO) and paid holidays.
- A dynamic, collaborative, and forward-thinking work environment with opportunities for professional growth.