

**St. Stephen's Episcopal School – Houston**

**JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT TO THE HEAD OF SCHOOL**

**GENERAL DESCRIPTION:** The Administrative Assistant to the Head of School is responsible for working directly in an administrative support role to the Head and provides support to the School's administrative team, faculty, students and parents as needed. This position also provides front office support including, but not limited to answering phones, taking messages, directing calls, coordinating general school office operations, and greeting and attending to school visitors, school staff, and student requests.

**QUALIFICATIONS:** High school diploma or GED; supplemented by minimum two (2) years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. A college degree preferred.

**REQUIREMENTS**

1. Requires knowledge of general school office or a professional office environment.
2. Requires knowledge of technology in the areas of office software, electronic communication, database systems, word processing, spreadsheets, and office equipment operation; i.e., phones, fax, and copier.
3. Requires strong service-related people skills and problem solving skills as this position is generally the first contact and has significant responsibility in representing the school.
4. Requires strong verbal and written communication skills due to interaction with the general public, school personnel, state agencies, and other agencies on a regular basis.
5. Requires strong, positive interpersonal relationship skills between students, staff, parents, and community members.
6. Requires strong organizational skills to balance demands of a multi-tasking position.
7. Requires extraordinary attention to detail and follow through to meet deadlines and commitments.
8. Requires significant confidentiality responsibilities due to parent, student, and staff issues.
9. Requires adherence to school policy, rules, and regulations.
10. Requires adherence to all state and federal laws, rules, and regulations.
11. Must demonstrate punctuality, good attendance, and strong work ethics in all areas.

**REPORTS TO:** Director of Finance and Operations

To apply for position submit cover letter and resume to David Coe, Head of School [dcoe@ssesh.org](mailto:dcoe@ssesh.org).  
No phone calls.