

*Job Announcement*

**Assistant to the Head of School**

**Reports To:** Head of School  
**Job Status:** Full Time  
**FLSA Classification:** **Non-Exempt**  
**Start Date:** July 1, 2021 (with possibility of June orientation dates)

**Overview of Position**

The Assistant to the Head of School supports the Head of School and helps assure effective and efficient use of Head time. Additionally, the Assistant to Head is the board liaison, supports other Lead Administrators and has a broad array of project management and school-wide duties and responsibilities.

**We seek a team member with the following qualifications:**

- College degree
- Two years successful office experience
- Excellent verbal and written communications skills
- Excellent command of computer skills (Mac, Google are a plus)
- Have excellent time management & organizational skills
- Enjoys working with adults and children in a stimulating environment
- A culturally competent, engaged community member
- Must clear a background check and TB screening

**Essential Function Highlights**

**Support Head of School:**

- Manage Head's calendar, correspondence, travel arrangements
- Anticipate Head of School professional and personal needs
- Discreet confidant for HOS
- Handle Board correspondence, maintain Board archives, etc.

**Support Other Lead Administrator(s)**

**Support Office Management:**

- **Front Desk Phones & Visitors (as backup)**
- Support clerical assignments for office staff when needed

**General School Business:**

- Develop, maintain and promote master calendar
- Publish Weekly Staff Calendar
- Coordinate and participate in Admin Duties
- Provide for staff and parent grace and courtesy (i.e. hospitality)

- Manage board, staff and external event reservations
- Coordinate after-hours room use (w/ Director of Special Programs, Learning Services, etc.)
- Support and coordinate recruitment and hiring processes
- Community Liaison
- Take notes at Committee Meetings

### Overview of School

The San Francisco School is an independent school, preschool through eighth grade, with a commitment to being a multicultural and inclusive community. Suitably characterized by one parent as an “urban school with a village atmosphere” the school embraces San Francisco’s ethnic, cultural and economic diversity. Our progressive approach to education encourages children to develop self-reliance, solid academic skills, creativity, and a commitment to social justice. Students graduate academically prepared, inquisitive, courageous, and eager for the challenges ahead.

The San Francisco School is committed to increasing staff diversity, both to reflect the high value SFS places on multicultural understanding and for the direct benefit of each student.

If you are ready to join us, please send a single document (pdf), with your letter of interest, resume, and three references to: [jobs@sfschool.org](mailto:jobs@sfschool.org).