



## Executive Assistant to the Head of School 2024-2025 School Year

**High Meadows School** in North Atlanta (Roswell), Georgia is accepting Executive Assistant to the Head of School applications. The school takes pride in hiring dynamic, compassionate, and diverse faculty and staff who are among the finest in their areas of expertise. This is a great opportunity for someone who thrives in a support role yet wants the challenge of special projects and strategic initiatives. The ideal candidate might currently be an Executive Assistant on the career path to be a Chief of Staff. This is a full-time, 12-month, in person position.

### **School's Mission Statement**

The High Meadows community celebrates and perpetuates each individual's quest for knowledge and skill, sense of wonder, and connection to the natural environment. We empower each to be a compassionate, responsible, and active global citizen.

### **School's Vision Statement**

High Meadows School and Camp inspires adventurous learners who ask questions that drive learning and seek sustainable solutions in collaboration with others. Our students emerge as ethical leaders with the skills and habits of mind to grow and adapt as they discover a place of purpose and joy in an ever-changing world.

### **School's Educator Summary**

Our educators are experienced, energetic, and collaborative individuals who follow a constructivist, progressive educational philosophy which is student-centered and holds kids to high and reasonable standards. Our tenets of progressive education include: (1) embracing the world, (2) hands-on and inquiry-driven learning, (3) holistic approach to educating children, (4) social justice and sustainability, and (5) transdisciplinary learning.

We look for educators who maintain excellent relationships with families, work successfully within a team, understand developmentally appropriate practices for students, recognize the educational value of the natural environment and demonstrate a commitment to diversity, equity, inclusion, and justice in their teaching practice. At High Meadows, we believe that children possess a drive for cognitive, physical, and social engagement—a drive that is developed and enhanced by an environment that promotes academic challenge, creativity, personal responsibility, and a positive self-image.

**Position Summary:** The Executive Assistant will serve as a strategic, thought partner to the Head of School, ensuring smooth and efficient operations of the school. This role requires a high level of discretion, exceptional communication and organizational skills, and the ability to manage multiple priorities in a high energy, fast-paced environment. The ideal candidate will be proactive, resourceful, and have a strong understanding of executive support and project management.

### **Key Responsibilities:**

#### **1. Executive Support:**

- Provide high-level executive and administrative support to the Head of School including, but not limited to scheduling meetings, preparing documents and presentations, drafting, editing and managing correspondence, expense reporting and event planning, answering phones, coordinating general office operations, greeting and attending to school visitors.
- Prepare and organize materials for leadership and board meetings, presentations, and reports.
- Handle confidential information with the utmost discretion and professionalism.

- Understand how to effectively work with the school's leadership as a conduit for support the Head of School.
2. **Project Management:**
    - Assist in planning and executing strategic initiatives and special projects as directed by Head of School.
    - Track progress of key projects and initiatives, ensuring deadlines are met and goals are achieved.
    - Collaborate with cross-functional teams to gather information, research, analyze data, and generate reports.
    - In conjunction with the School Leadership Team, finalize school year calendars, carpool schedules and other school year projects.
    - Coordinate, plan and manage school events such as the bi-monthly Faculty & Staff meetings, end-of-year celebrations, etc.
  3. **Communication and Outreach:**
    - Serve as a key liaison between the Head of School and internal/external stakeholders, including the school's parent/school association, FAHMS. Also serve as primary liaison between school leadership team and parents.
    - Assist Head of School with strong relationship building between the school and internal/external community for events such as tours, presentations, and open houses for external visitors.
    - Facilitate the flow of information within the executive office and across the organization.
    - Coordinate various school handbooks for yearly updates to align with the school's mission and values.
    - Assist in the planning and execution of special events as a liaison to the Advancement Committee, such as the Volunteer Breakfast, special dinners, and other events.
  4. **Operational Efficiency:**
    - Develop and implement efficient office procedures and workflows.
    - Manage and organize the Head of School's office documentation, both digital and physical.
    - Coordinate and oversee administrative tasks and anticipate next steps.
    - Ability to set priorities based on expectations set by the Head of School and the mission and values of the school, and effectively juggle multiple projects simultaneously.
  5. **Board of Trustees:**
    - Service as the primary staff liaison to Trustees, including scheduling meetings, organizing, attending and recording minutes for monthly board meetings; maintaining and updating Board packets and board calendar; planning annual Trustee events.
    - Assist in the development and execution of strategic plans and objectives as it relates to the school's mission and values.
    - Conduct research and provide insights on educational industry trends and competitive landscape.
    - Support monitoring ongoing accreditation processes (SAIS, PYP) as needed.

### **The Campus**

High Meadows School sits on 42 wooded acres in Roswell. The school is housed in several buildings spread across the two meadows on the property. We have an active barnyard on campus, serving as the home for horses, sheep, bunnies, and chickens. Faculty and staff must be comfortable traveling between buildings in all types of weather, participating in outdoor activities on the meadows and in the forest, and intermingling with animals.

### **Qualifications:**

- Bachelor's degree in Business Administration, Management, or related field, or equivalent experience in lieu of a degree
- Minimum of 5 years of Executive Assistant experience in an executive support role, preferably in a fast-paced, dynamic environment.
- Exceptional organizational and time-management skills.
- Strong written and verbal communication skills.

- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook,); Blackbaud a plus
- Strong problem-solving skills and ability to think proactively.
- Experience in project management and strategic planning is highly desirable.
- Ability to work independently and as part of a team.

**Only those who directly submit a resume, cover letter indicating interest and expected salary range directly to: [HR@highmeadows.org](mailto:HR@highmeadows.org)** will be considered as an applicant for the position.

*(Please, no phone calls. Only candidates selected for the next step will be contacted.) High Meadows School does not discriminate on the basis of disability, race, color, creed, national origin, religion, veteran status, sex, age or sexual orientation in employment, admission of students or in providing its services in any manner.*