Executive Assistant to the Head of School

Temporary Position: Late April to Early September 2021
40 hour/week non-exempt role

Our Mission
Bertschi School educates children to become compassionate, confident, and creative learners in a global community.

Our Values
Our community values integrity, inclusiveness, respect, and a commitment to sustainable practices.

Our Pedagogy
Bertschi School believes that students learn best when they are
- safe and known in an inclusive community that values diverse perspectives
- supported in developing social-emotional skills
- provided academic choice and challenge at their "just right level"
- engaged in meaningful work
- encouraged to problem solve through inquiry, trial, and error
- empowered to take risks and make change
- given opportunities to collaborate and dialogue with a diverse group of learners

Our Diversity, Equity, and Inclusion Statement
Bertschi School values diversity and believes engaging our differences makes us better and stronger. We welcome and honor the unique contributions of people from all racial, ethnic, religious and socioeconomic backgrounds, gender identities, learning styles, physical abilities, and sexual orientations. Our commitment to equity drives us to be inclusive and diverse in all areas of our school.

Our School
Bertschi School, founded in 1975, is a Washington State approved elementary school. We are an accredited member of the Northwest Association of Independent Schools (NWAIS), the National Association of Independent Schools (NAIS) and accredited by the Northwest Association of Accredited Schools (NWAC). The school serves children from prekindergarten through grade five.

General Summary
The Executive Assistant is responsible for the overall support of the Head of School. The Executive Assistant should be interested in the field of education and must embrace the culture of an elementary school. The Executive Assistant reports directly to the Head of School and with the Head's approval works on projects for the school's administrative Leadership Team.

SUPPORT FOR HEAD OF SCHOOL
- Coordinate appointments, meetings, and school events
- Update and maintain the all-school calendar
- Coordinate other meetings and programs as directed by the Head of School
- Coordinate and organize Student Council activities
- Coordinate All School Meetings
- Annually revise and produce the Employee Manual, Parent/Student Directory and Handbook

Updated 2-2-21
SUPPORT FOR THE BOARD OF TRUSTEES AND BOARD COMMITTEES
- Schedule Board and committee meetings each year
- Maintain Board and committee roster and members’ files
- Send meeting agendas, reminders, distributing meeting materials for Board and committee meetings
- Attend Board meetings and committee meetings and maintain attendance and minutes
- In collaboration with the Head of School and the Board President, plan and coordinate New Trustee Orientation, Board Social, and annual Board Retreat

SUPPORT FOR ASSISTANT HEAD OF SCHOOL
- Produce an all-school academic schedule each year
- Manage annual textbook orders
- Assist in organization of New Employee Orientation, Back to School Week, and Back to School Night meetings

SCHOOL LIFE & PROJECTS
- Manage the initial hiring process of new faculty/staff including editing job descriptions, posting jobs, and scheduling interviews
- Manage school events such as Spring Arts Showcase and Graduation
- Coordinate and assist in large all-school projects as needed (examples include: NWAIS self-study and accreditation process and revising school schedule)
- Complete ad hoc projects at discretion of the Head and Assistant Head
- Participate in the student arrival and dismissal procedures
- Supervise students during lunch and recess hours as needed
- Greet guests and answer incoming calls at the Main Office as needed
- Be willing to initiate or participate in programs based on interests

SKILLS AND COMPETENCIES
- A bachelor’s degree
- Two years of experience as an Executive Assistant or relevant experience in a corporate or school setting, preferably in an academic environment
- Software proficiencies: Mac and Microsoft Office components, Google Suite, Adobe Creative Suite. InDesign experience preferable
- Strong interpersonal, verbal and written communication skills
- Experience working with diverse student and family populations
- Ability to keep information in the strictest of confidence
- Excellent problem-solving skills

Application Process:
No phone calls will be accepted. Interested candidates are invited to complete the Bertschi application form and submit a cover letter and resume to Executive Assistant to the Head of School Search employment@bertschi.org

For more information about Bertschi School, visit our website at www.bertschi.org

Bertschi School is an equal opportunity employer seeking a more culturally diverse workplace. Bertschi School does not discriminate on the basis of race, color, creed, national or ethnic origin, socio-economic status, gender, sexual orientation, or disability.

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