



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Executive Assistant to the Headmaster

The Executive Assistant to the Headmaster is a full-time, salaried position with a 12-month work schedule beginning July 1 with base hours of 7:15 AM – 3:45 PM. Reporting directly to the Headmaster, this role provides confidential, consistent, and professional support. The Executive Assistant plays a crucial part in administrative and executive duties, as well as overseeing special projects and initiatives.

The Executive Assistant to the Headmaster's essential duties and responsibilities are as follows:

Administrative Support

- Manages the Headmaster's schedule and calendar according to school priorities
- Coordinates and prioritizes meetings, ensuring the efficient use of the Headmaster's time
- Handles incoming calls, emails, and inquiries, redirecting or responding as appropriate
- Drafts memorandums/letters for signature based on notes or other direction given
- Prepares monthly "State of the School Report" for meetings of the Board of Directors
- Prepares and distributes agendas, minutes, and other materials for A-Team meetings and faculty meetings
- Manages all arrangements for faculty/staff meetings and employee events
- Assists the Headmaster with work and events related to the Board of Directors, parents, and donors.
- Assists in the planning and execution of school events, meetings, and special functions
- Collaborates with other administrative staff to ensure successful events
- Conducts research and gather information as needed for various initiatives
- Monitors and directs special projects as assigned
- Uses independent judgment in performing the responsibilities of the position

Communications Management

- Acts as school coordinator for website management team
- Coordinates with digital marketing team to plan, develop, and implement school communication via email, and social media (Facebook, Instagram, and LinkedIn)
- Coordinates the writing, publication, and distribution of weekly school e-newsletter (Sentinel Life) and faculty announcements (The Torch)
- Manages and oversees all photography and photographers (website, print materials for arts, athletics, academics, and clubs) to be able to effectively tell the CLASSICAL story
- Prepares daily (morning and afternoon) PA announcements for the Headmaster
- Ensures proper application of the school's brand for all printed, digital and verbal communication according to CLASSICAL's style guide

Computer Skills

- Proficiency in Microsoft Office Suite and primary social media platforms
- Familiarity with Photoshop and/or other photo editing software is a plus

Qualifications

- Bachelor's degree in business administration, communications, public relations, English or a related field
- Experience in a school setting (preferred)
- Capacity to take initiative and be self-directed while working independently
- Proficiency in social media, marketing, repurposing content, editing, and copywriting
- Excellent verbal and written communication skills
- Flexibility, organization, decision-making and problem-solving skills
- Highly organized and detail-oriented with strong project management skills.
- Ability to meet deadlines, work on multiple projects, and coordinate work with others
- Demonstrated ability to handle sensitive information with discretion and confidentiality

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and SERS retirement plan with employer contribution. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to the attention of the Job Search Committee at careers@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.