

Mariners Christian School Job Description

Title: Executive Assistant to the Head of School

Start date: Immediately upon completion of hiring procedures.

Contract Year: Traditional school year, 10-month position (August through June)

Job type: Full-time (40 hours per week)

Hours: Monday – 7:30am-4:00pm Monday-Friday, flexible based on school needs.

Pay Range: \$34.00 - \$38.00/hr The rate of pay within the specific range may be adjusted at any time by the appointing authority based on the candidates' qualifications, prior experience, education level, etc.

Reports to: Head of School

Position Overview

The Executive Assistant holds a critical and highly visible position in supporting the daily operations and overall success of the Head of School's Office. Acting as a strategic partner and trusted advisor, this individual manages a broad spectrum of administrative, communication, and project-related responsibilities. The EA plays a key role in enabling the Head of School to lead effectively, ensuring all efforts are aligned with the institution's mission, values, and strategic goals. The ideal candidate is a consummate professional with exceptional organizational and communication skills, emotional intelligence, initiative, and discretion. They must be able to manage multiple tasks seamlessly, anticipate needs, exercise sound judgment, and represent the HoS and the school with integrity and grace.

Primary Responsibilities

Administrative and Operational Support

- Manage the Head of School's complex calendar, including scheduling appointments, meetings, travel, and events while proactively resolving conflicts and prioritizing tasks.
- Screen and prioritize emails, phone calls, and requests for time and attention, ensuring appropriate follow-up.
- Prepare, edit, and format high-quality presentations, reports, correspondence, and meeting materials.
- Draft, proofread, and distribute official communications on behalf of the Head of School, ensuring alignment with the school's voice and mission.
- Organize and maintain secure and well-organized electronic and physical files, including confidential records.
- Track deadlines and key initiatives; ensure follow-up on action items for the Head of School and Leadership Team.
- Coordinate logistics for Board of Trustees meetings, including agenda development, packet preparation, minute-taking, and follow-up communication.
- Support and coordinate accreditation, compliance, and reporting processes in collaboration with other school leaders.

Project and Event Coordination

- Plan and manage logistics for key leadership team meetings, school-wide initiatives, retreats, and special events.
- Assist with strategic projects and initiatives led by the Head of School, ensuring progress and timely execution.
- Track and support progress on goals outlined in the school's strategic plan.

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Communication and Culture

- Serve as a liaison and ambassador for the Head of School in interactions with faculty, staff, parents, board members, and the broader community.
- Facilitate clear, consistent, and mission-aligned communication from the Head of School to all stakeholders.
- Support the Head of School in fostering a warm, professional school culture through attention to detail, follow-through, and tone in all interactions.

Key Competencies and Qualities

- Confidentiality & Discretion: Trusted with sensitive information; upholds the highest standards of confidentiality.
- Proactive & Solutions-Oriented: Anticipates needs, solves problems independently, and takes initiative.
- Highly Organized: Strong attention to detail, time management, and ability to multitask in a fast-paced environment.
- Communicative: Excellent verbal and written communication skills; able to represent the school professionally.
- Relational Intelligence: Warm, hospitable, and emotionally attuned while also serving as a protective gatekeeper.

Non-discriminatory policy:

It is and shall be the policy and practice of Mariners Christian School in the hiring of employees that the school will not discriminate on the basis of the applicant's race, age, genetic information, color, gender, nationality, or ethnic origin. We do reserve the right to screen applicants on the basis of religious preference.

Each employee of Mariners Christian School must:

- Have received Jesus Christ as his/her personal Savior, be able to articulate a relationship with Him, as well as provide evidence of regular church attendance.
- Maintain a lifestyle consistent with the moral standards stated in the Mariners Christian School contract and the Declaration of Moral Integrity.
- Be in agreement with and sign the MCS Statement of Faith.
- Have criminal history clearance expressly for MCS. (Fingerprinting to be arranged at hiring.)

How To Apply:

Please send a copy of your resume and MCS employment application to hr@marinerscs.org

You may download the MCS employment application here:

<https://marinerschristianschool.com/wp-content/uploads/2025/10/MCS-Staff-Employment-Application.pdf>