

## Executive Assistant to the Principal

St. Pius X High School is seeking a talented and knowledgeable Executive Assistant to the Principal. In addition to relevant experience and a strong education background, successful candidates must demonstrate a passion for working with high school age students, an engaging teaching style, and a commitment to the overall growth of students at St. Pius X High School and furthering the School's Mission including strategic initiatives on community and inclusion. St. Pius X seeks educators who are innovative and reflective, open to feedback, and eager for professional collaboration.

**Position:** Executive Assistant to the Principal (2024/2025)

### **Description**

**FLSA:** Full-Time Contract, Exempt

**Reports to:** Principal

**Schedule:** 7:30 AM – 4:00 PM, Monday – Friday, plus scheduled events

**Mission:** Prayer, Study, Community, Preaching - this is Dominican education at St. Pius X High School. Inspired by Veritas, young men and women embrace academic excellence and integrity, celebrate the community's diverse gifts and heritage, and embody social justice and service.

### **Primary Responsibilities:**

- Managing the Principal's day-to-day calendar, including making appointments and prioritizing the most sent matters .
- Prepare and send Archdiocesan, TCCB ED, NCEA, and HISD (and other ISD) forms and reports, including the Annual Report, Needs Assessment Report, student populations and faculty stats, etc.
- Provide administrative assistance, such as writing and editing emails and preparing communications on the Principal's behalf.
- Coordinate all room reservations, catering needs, and facilities set—up requests for meetings and events hosted by the Principal.
- Assist the Principal in communicating, collaborating, and building strong relationships with key stakeholders including teachers, students, parents, board members, and business partners
- Assist with preparations for large school events and assist members of the Principal's Team with planning and executing smaller events.
- Onboard substitute teachers and manage the sub-scheduling process with the Academic Dean.
- Collect, organize, and process academic awards and book awards and serve as liaison with collegiate institutions as necessary for book awards
- Prepare data reports and create pivot charts, on a weekly, quarterly and semester basis. This could include attendance reports, grade reports, and/or admissions statistics.
- Complete mail merges for various members of the team, as necessary

- Act as coordinating liaison with Herf-Jones and other vendors for the ordering of class rings, graduation gowns, honors stoles, letter jackets, awards, etc.
- Assist the Academic Dean and Director of Enrollment Management in preparing for placement testing including collecting and organizing tests, printing name tags and tracking student attendance at each test.
- Other duties as deemed necessary by the Department Chair, Academic Dean, Principal, or Head of School.

**Required Qualifications:**

- Commitment to embrace the Catholic Mission and Dominican Charism of St. Pius X High School.
- Bachelor's degree with 2-3 years of administrative assistant experience preferred.
- Ability to work as a cooperative and supportive team member and adaptable to the organization's needs.
- Demonstrate proficiency in Microsoft Office; experience in Blackbaud software a plus.
- Highly organized and reliable with demonstrated success working in a quick-paced, dynamic environment with many responsibilities.
- Professional and positive oral and written communication skills.
- Ability to exercise discretion in handling confidential information and materials.
- Completion of safe environment training (currently Safe Haven).

Visit [www.stpiusx.org/employment](http://www.stpiusx.org/employment) to apply.