

Providence High School is a diverse, mission-inspired community dedicated to preparing young people to thrive in a rapidly changing world. As an independent Catholic school in Burbank, California, we promote the common good and foster a culture of impact to fulfill our mission to be “steadfast in serving all, especially those who are poor and vulnerable.” Providence serves an ethnically diverse student population who live within 75 different zip codes. Providence High School enrollment for the 2021-2022 school year was 498.

Founded by the Sisters of Providence in 1955, Providence High School is the only school in the country that is part of a multi-state health care system. We are governed by an independent Board of Regents and accredited by the California Association of Independent Schools (CAIS), the Western Association of Schools and Colleges (WASC), and the Western Catholic Education Association (WCEA). Other memberships and affiliations include the National Association of Independent Schools, Independent School Management, SoCal People of Color in Independent Schools, California Teacher Development Collaborative, and Making Caring Common of the Harvard Graduate School of Education.

POSITION TITLE:	Executive Assistant to Leadership Team
REPORTS TO:	Assistant Head of School & Director of Human Resources
SUPERVISES:	N/A
FLSA STATUS:	Exempt, Full-Time
PURPOSE OF THE POSITION:	Provide high-level administrative support to the Assistant Head of School, Dean of Curriculum, and Dean of Instruction, and Director of HR; and provide auxiliary support to the Leadership Team
MAJOR RESPONSIBILITIES:	
Executive Support <ul style="list-style-type: none"> Provides full secretarial support for Assistant Head of School, Dean of Curriculum and Dean of Instruction Manages and coordinates schedules and calendars for Assistant Head of School, Dean of Curriculum, and Dean of Instruction Prepares and arranges appointments or meetings for, including but not limited to, the Leadership Team, Curriculum and Instruction (C&I) Committee, and Faculty and Staff In-Services Arranges travel for Assistant Head of School, Dean of Curriculum and Dean of Instruction as needed Organizes and maintains a working (electronic) file system of current documents and reviews old files for needed retention Records minutes of meetings, including Curriculum and Instruction Committee (C&I) and Faculty/Staff In-Services Composes correspondence and proof-reads and edits documents for accuracy Prepares and processes expense reports and reimbursements Liaises with the Executive Assistant to the Head of School on matters that need immediate attention Liaises with officials and representatives of the Archdiocese of Los Angeles and Department of Catholic Schools 	

- Liaises with officials and representatives of the different local education agencies, such as Burbank Unified School District, and coordinates categorical programs and funding such as NCLB Title II
- Performs other duties as assigned by the Assistant Head of School, Dean of Curriculum and Dean of Instruction

Department and Leadership Team Support

- Serves as a member of the Leadership Team
- Compiles and submits census and survey data for various annual surveys, including but not limited to the Archdiocese of Los Angeles, the State of California, NAIS, ISBOA and other organizations and entities as needed
- Creates the summer school master schedule with guidance from the Director of Summer Programs
- Enrolls students into summer programs with guidance from the Director of Summer Programs
- Manages and approves payroll in coordination with the Director of Human Resources
- Prepares and submits payroll reporting to Providence systems as needed
- Drafts and distributes compensation agreements in coordination with the Director of Human Resources
- Acts as liaison with Providence system benefits and retirement contacts
- Coordinates onboarding requirements and processes for new employees
- Coordinates offboarding requirements and processes for terminated employees
- Arranges and coordinates required employee trainings as needed
- Manages job postings and collects applicant information to distribute to hiring managers
- Manages employee files and supports the annual review process
- Prepares and edits annual Course Offering Booklet and course selection sheets
- Recommends new approaches, procedures and processes to effect continual improvements in efficiency
- Maintains cohesive and collaborative working relationships with staff, faculty and Leadership at all levels of the organization
- May occasionally undertake special assignments for and provide support to the Head of School at the request of the Executive Assistant to the Head of School
- May occasionally support special events and school initiatives by attendance as well as planning and executing

Event Programming & Project Management

- Assists in planning and provides logistic support for in-services and retreats (not including faith formation retreats)
- Coordinates hospitality for various meetings and events
- Coordinates with other administrative support staff to help schedule or assist with shared meetings or events
- Acts as AP Coordinator, managing budget and logistics for the program while maintaining standards as dictated by The College Board
- Schedules bi-annual Student, Parent, Teacher Conferences
- Provides support for course selection for new, incoming students

MINIMUM QUALIFICATIONS:

- Previous work experience as an executive or administrative assistant
- Excellent verbal and written communication skills
- Excellent organizational skills, managing both digital and physical records

TO SUBMIT AN APPLICATION:

Please click this link to upload your application, including the following documents:

- <https://providencehigh.formstack.com/forms/applicationdocs>
- Cover letter explaining both interest in and qualifications for the position.
- Resume or CV
- Names, e-mail addresses, and telephone numbers of at least three references. References should include at least two direct supervisors.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of employees so classified.

Work Environment: At Providence High School, equity, inclusion, and social justice are core to our mission. We are proud to be an equal opportunity workplace and embrace difference for the benefit of our students, families, faculty, and staff. Our goal is to create a diverse learning community where every employee is known, cared for, supported, and retained. As such, Providence is committed to maintaining a responsive and inclusive workplace free of discrimination, harassment, violence, and any other abusive conduct. Mindful of our mission to be expressions of God's healing love, we employ and support people of any race, ancestry or national origin, gender, gender expression, gender identity, sex, sexual orientation, marital status, age, religion, disability, veteran or military status, citizenship, or any other applicable legally protected status with all the rights and privileges generally accorded or made available to all employees of the school.