



## 2022-23 School Year

### Position: Executive Assistant

Circle of Seasons Charter School, a Public Waldorf School, seeks a well-qualified, experienced **Executive Assistant** for the 2022-2023 school year.

Circle of Seasons is a public Waldorf K-8 school located on a 35-acre wooded campus, overlooking the beautiful Lehigh Valley. In close proximity to both outdoor recreation opportunities (less than 15 miles from the Appalachian Trail and 12 miles from local skiing), the Lehigh Valley offers robust art, music, theater, restaurant, and social amenities. An asset to our community, Circle of Seasons offers Waldorf education in the public setting with excited and committed families from all over the Lehigh Valley and beyond.

At Circle of Seasons we recognize the value, importance, and challenges that come with attracting and meeting the needs of diverse populations. Candidates for consideration should be enthusiastic, joyful, warm and motivated. We value candidates that possess a deep understanding of child development and a caring disposition. We are eager to welcome to our team a colleague committed to building strong collegial and family relationships and one who is committed to self-development.

Our curriculum includes Fiber and Fine Arts, Woodworking, Games and Movement, Gardening, Music, German and Spanish. Our faculty engages in ongoing professional development, working collaboratively and individually to develop skill in designing instruction and creating classroom experiences that build caring communities.

### Qualifications:

- Demonstrated enthusiasm for and knowledge of Public Waldorf Education with a demonstrated intention to deepen knowledge and understanding
- Experience as an executive assistant or an administrative role in a charter/public school preferred
- Associates degree required
- Bachelor's degree preferred
- Strong social and communication skills and capacity to collaborate, delegate, and resolve conflicts effectively
- Proven ability in effectively working with diverse adult populations
- Excellent organization, time management, writing, and computer skills



**Responsibilities include, but are not limited to:**

The Executive Assistant reports and serves as assistant to the CEO/Principal.

- Support the CEO/Principal in developing, formulating, revising and reviewing COS Board policies and/or guidance documents
- Support the CEO/Principal in communicating with COS Board of Trustees regarding school governance, finance, federal and state school compliance, school program planning, enrollment, and educational program review
  - Creating and sharing files
  - Monitoring and communicating about Board Calendar items
  - Attending committee meetings & board meetings (as needed)
- Oversee and Report on Title I and Title III programs
- Collaborate with CEO, Finance Committee Chair, and Business Manager to prepare overall annual school budget and ensure that expenditures are within limits approved by the Board
  - Invoice and purchase order approval designee (less than \$1000)
- Coordinate system for storing administrative documentation in Administrative Team Drive
- Support grant writing, planning, and coordinating
- Coordinate with COS marketing team
- Collaborate with leadership team on logistics-related problem-solving and systems creation
- Support leadership team communications with families including
  - Survey creation & data analysis
- Family/Parent Facebook page monitoring
  - Family update bulletins
  - Responding to parent enrollment concerns
  - Assisting CEO/Principal with correspondence stream
- Attend to school-wide administrative issues as a member of the COS Administrative Team
- Maintain a positive professional environment that is safe, joyful, and supportive



School business hours are 8:00 - 4:00 Monday through Friday; however office roles often mandate working beyond these set hours. The Executive Assistant is expected to participate in all meetings, open house events, and school festivals and gatherings outside of these hours upon coordination with the CEO

The salary for this position is **\$45,000** and includes participation in the 403b retirement plan and healthcare benefits. Background clearances, physical examination and TB test will be required.

Ideal candidates will have a passion for working with children, strong self-direction, openness to or strong inclinations for the arts, and developed sense of themselves as educators working with children.

**Please forward a letter of interest, resume, and statement of your personal philosophy of education to**

**[HR@Circleofseasons.org](mailto:HR@Circleofseasons.org)**

**Equal Opportunity Policy:**

Circle of Seasons Charter School is a public school under the Supervision of the Commonwealth and equal opportunity employer. Circle of Seasons Charter School fully supports a policy of equal employment opportunity in all job classifications and this encompasses recruitment, selection, assignment, promotion, transfer, dismissal, compensation, and training of all personnel.