



Executive Assistant to the Head of School

DEPARTMENT: ADMINISTRATION
REPORTS TO: HEAD OF SCHOOL
STATUS: FULL-TIME, EXEMPT
SALARY RANGE: \$75,000–\$90,000
START DATE: FEBRUARY 23, 2026

Black Pine Circle School is a K–8 independent school in Berkeley, California. For more than 50 years, we have inspired lifelong learners through an inquiry-based Socratic education that places equal emphasis on academics and the arts. Our Lower School (grades K–5) supports approximately 125 students, and our Upper School (grades 6–8) supports approximately 180 students.

MISSION STATEMENT

BPC's mission is to create a learning community that encourages humanity, empathy, moral depth, cultural understanding, and intellectual freedom. Socially, it is our goal to instill mutual respect, compassion, and a sense of belonging among all of our students.

POSITION SUMMARY

The executive assistant to the Head of School provides consistent, confidential, and professional administrative support for the Head of School in order to maintain the well-being of the school and the broader community. The executive assistant to the head plays an integral role in the day-to-day goings on of the administrative team, faculty, and the student body. This individual will be the first line of communication between the Head of School and the wider community.

RESPONSIBILITIES

- Manage and strategically prioritize the Head of School's daily workflow, schedule, and complex calendar activities, making independent decisions to resolve conflicts and manage demands from internal and external stakeholders.
- Serve as the Head of School's primary gatekeeper, proactively addressing inquiries, resolving complex issues, and directing information flow to ensure the Head's focus remains on strategic leadership.
- Assist the Head of School with work and events related to the board of directors
- Manage the full lifecycle of Board meetings and committees, including developing agendas in coordination with the Head and Board Chair, distributing sensitive meeting materials (e.g., board packets, financial reports), attending after-hours meetings, and recording and maintaining official board minutes and corporate records
- Effectively manages projects, looking ahead to plan for BPC's operational needs, and facilitates the successful execution of initiatives
- Meet with the board chair on a weekly basis
- Attend and assist in board-related events beyond board meetings such as the board retreat, Major Donor Party, other donor events, etc.
- Manage school calendars, ensuring accurate scheduling of school events
- Make school-related travel arrangements for the Head of School
- Manage expenses for the Head of School

- Serve as a liaison between the Head of School and other constituents, requiring high-level discretion and confidentiality.
- Manage arrangements, including catering, for all-school faculty/staff meetings and employee events
- Oversee set up for board meetings: facilities, technology, catering, etc
- Share in planning campus-wide events
- Assist in organizing new-staff and faculty orientation for the start of the school year
- Compile information as requested, for the Head of School
- Manage and serve as a liaison for school memberships, such as CAIS, NAIS, etc.
- Manage outside contractors with renting facility spaces
- Obtain, gather, and organize pertinent data for Federal, State, and District reports and surveys
- Maintain administrative building office, kitchen, and hospitality supplies
- Plan, coordinate, and manage arrangements (logistics, technology, catering) for meetings and all-school events, often exercising independent judgment regarding resource allocation and execution.
- Promote the school's mission and values, ensuring they are central to all operational and policy decisions
- Support an atmosphere of trust and openness among teachers, students, and parents

OTHER DUTIES

- Assist other departments when necessary or requested, especially with events
- Plan and execute end-of-year events, holiday parties, etc.

SCHOOL-WIDE DUTIES

- Participate in school committees as needed and appropriate
- Attend all school-wide mandatory events

QUALIFICATIONS AND SKILLS

1. A bachelor's degree is preferred, relevant work experience in lieu of a degree will be considered
2. 5+ years of administrative experience, preferably in a nonprofit or school environment
3. Strong organizational skills and attention to detail, with a demonstrated ability to follow through with action items and tasks
4. Excellent written and verbal communication skills, must be an active listener and genuinely enjoy engaging with colleagues to get work done
5. Proficient skills in Google Suite, Microsoft Office Suite, Zoom, with the ability and desire to learn different software programs. Experience in Adobe and Canva is a plus!
6. Ability to prioritize tasks and manage multiple projects simultaneously
7. Discretion and professionalism when handling sensitive information
8. Collaborative attitude and willingness to support team members as needed
9. High-level of integrity and confidentiality is a must!

COMPENSATION

The anticipated base compensation the school reasonably expects to pay candidates for the position of Executive Assistant to HOS is \$75,000–\$90,000 depending on factors such as experience and education as well as internal pay equity with current employees.

BPC's board and administration are dedicated to offering competitive salaries and benefits, including medical benefits, retirement plan employer contributions, and professional development opportunities.

WORK ENVIRONMENT

Required to lift and carry up to a maximum of 25 lbs., in a correct manner consistent with the appropriate training provided by the School. Reaching with hands and arms, climb stairs, bend, stoop, twist, lift,

reach, push, pull, grasp, balance, kneel occasionally. Use of phone, computer, copier, and other office equipment. Required to sit (or stand) for prolonged periods of time while operating a computer for approximately 6-8 hours daily. Repetitive motion for typing and other keystroke needs.

TO APPLY

Please send your resume and cover letter to jobs@blackpinecircle.org. The subject line of your email should state the position you are applying for: "Executive Assistant to the Head of School".

Please include contact information for three professional references in the body of your email (name, position, and email address), we will not contact your references without permission from you first. Professional references can include former supervisors, managers, and colleagues.

Black Pine Circle School is an Equal Opportunity Employer and is committed to a policy of equal employment opportunity for all applicants, employees, and volunteers, and the School makes decisions based on the merits of each candidate. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment, and prohibit discrimination based on an individual's culture, race, ethnicity, sex, religious beliefs, ancestry, sexual orientation, gender identity, reproductive health decisions, national origin, age, physical or mental disability, pregnancy, military and veteran status, citizenship status, marital status, genetic information, height, weight, or any other status protected by federal, state, or local law. Black Pine Circle will afford equal employment opportunities to all qualified applicants, employees, and volunteers as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.