



Assistant to the Principal

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California invites applications for an Assistant to the Principal.

The primary role of the Assistant to the Principal is to support the school’s administrative leadership team consisting of the Principal and three Assistant Principals. As the initial point of contact for many members of the school community, this role serves an extremely important role in addressing issues in a welcoming, professional, and courteous manner. The person serving in this role will have the opportunity to address many questions and concerns prior to escalation. Professional acumen related to communicating in a kind and clear way is required. Additionally, this role provides executive level administrative support for the leadership team. This may include the coordination of academic events throughout the year as well as the organization and coordination of office operations, procedures, and resources to facilitate organizational effectiveness and efficiency. The Assistant to the Principal is a full-time, year-round position.

Responsibilities:

- Provide administrative support, such as writing and editing e-mails, drafting memos, and preparing communications on behalf of the school’s executive team.
- Creating spreadsheets, managing databases, preparing presentations.
- Managing videoconferencing and office equipment.
- Prepare and print a variety of school communications for widespread distribution.
- Post items from the Principal’s office to the school’s intranet site (BLUE)
- Maintain daily account of faculty on campus and other related emergency preparedness duties.
- Reading and analyzing incoming communications, submissions, and responding or distributing as needed.
- Complete annual reporting requirements for submission to various agencies (JSN, Private School Affidavit, Diocesan School Report, etc.)
- Arrange travel and accommodations for school leadership team.
- As requested and/or required, schedule and attend meetings on behalf of leadership, taking notes and recording minutes.
- Balance competing priorities to manage workflow, ensure completion of essential projects, and meet critical deadlines.
- Conduct research as needed.
- Ensure school leadership team is prepared for upcoming appointments by gathering materials necessary for each meeting as requested.
- Maintain comprehensive and accurate records.
- Complete other duties and responsibilities as needed or required.

Minimum Qualifications:

- Excellent verbal and written English communications skills.
- Highest level of skills in Microsoft Office products (Excel, Word, PowerPoint, OneNote).
- Self-sufficient; results oriented; organized and capable of follow through.
- Proven organization and time management skills to complete a high volume of varied responsibilities in a fast-paced setting; excellent attention to detail, a belief that no task is too big or too small.

Preferred Qualifications:

- Prior experience supporting a Principal or other C-Level Executive

Education:

- Bachelor's Degree (desired)

Physical Requirements:

- Ability to lift to 20 lbs., while using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed.
- Ability to travel around our campus safely and comfortably.
- Ability to use a keyboard (or an alternative input device) and other office equipment.
- Ability to read information in printed material, on a computer screen, (often for extended periods of time) and/or on a mobile device/laptop.

General Information:

- Salary range: \$48.00 - \$58.00 per hour (DOE) (~\$100K - \$126K annualized)
- This position is classified as a Regular Full-Time Non-Exempt position.
- This position is eligible for Bellarmine's excellent benefits package.
- This position has no direct reports.
- This is not a telecommuting position.

To Apply Online: View [BCP Career Center](#) and apply directly online. Please include a cover letter addressing the following:

- Why are you interested in the Assistant to the Principal position?
- Why do you want to work for Bellarmine College Preparatory?
- Why do you feel you are best qualified for this position?

Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.

**As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
