



Executive Assistant

Tessellations is a modern, innovative Pre-K-12 non-profit school for gifted learners based in Cupertino, CA. Our mission is to provide challenging experiential education that recognizes and nurtures the individual strengths of gifted learners, empowering them to confidently express who they are and pursue a meaningful life.

As a rapidly growing school, we are committed to fostering a supportive, inclusive, and collaborative environment for our staff, students, and families. We are seeking a highly organized, proactive, and detail-oriented **Executive Assistant** to support the Acting Head of School in achieving the school's mission and operational excellence.

Reports To: Acting Head of School

Position Type: Full-Time, Exempt

Position Summary

The Executive Assistant will provide high-level administrative support to the Acting Head of School, ensuring efficient management of daily operations, communications, and strategic initiatives. This role requires exceptional organizational skills, the ability to manage multiple priorities, and a deep commitment to confidentiality and professionalism.

Key Responsibilities

Administrative Support

- Manage the Acting Head of School's calendar, including scheduling meetings, appointments, and events.
- Serve as the primary point of contact for internal and external communications with the Acting Head of School.
- Prepare and organize meeting agendas, materials, and minutes, ensuring timely follow-up on action items.
- Handle confidential and sensitive information with discretion.

Operational Management

- Coordinate travel arrangements, conference registrations, and reimbursements.
- Assist in the preparation of reports, presentations, and correspondence.
- Track deadlines, projects, and initiatives to ensure the Acting Head of School remains on schedule.
- Collaborate with other departments to streamline operations and improve efficiencies.

Community Relations

- Act as a liaison between the Acting Head of School and faculty, staff, families, and external stakeholders.
- Facilitate clear and professional communication to support a positive school culture.
- Coordinate logistics for school-wide events, meetings, and special projects as needed.

Event Planning and Coordination

- Organize and execute logistics for board meetings, leadership retreats, and other key school events.
- Provide on-site support during school events, ensuring smooth operations.

Special Projects

- Support strategic initiatives by conducting research, gathering data, and providing insights to the Acting Head of School.
- Assist with ad-hoc projects as assigned, ensuring timely and high-quality outcomes.

Qualifications

Education and Experience

- Bachelor's degree in a relevant field preferred.
- Minimum of 3-5 years of administrative or executive assistant experience, preferably in an educational or nonprofit setting.

Skills and Abilities

- Exceptional organizational and time management skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and GSuite (Google Docs, Sheets, Slides, Calendar).
- Ability to prioritize and manage multiple tasks with attention to detail.
- Strong problem-solving skills and the ability to adapt to changing priorities.
- High level of discretion and ability to handle confidential information.
- Collaborative and team-oriented mindset.
- Commitment to Tessellations School's mission and values.

Preferred Qualifications

- Experience in independent schools or gifted education environments.
- Familiarity with database systems, project management tools, or other relevant software.
- Demonstrated experience in event planning and coordination.

Work Environment

- This position requires the ability to work on-site in Cupertino, CA.
- Occasional evening or weekend commitments may be necessary for events or meetings.

Compensation

Salary range: \$75,000 - \$95,000, commensurate with experience.

Benefits include medical, dental, vision, life, 401(k), flexible spending account, paid time off, holidays, school breaks, and professional development opportunities.

To Apply

To apply, please submit a cover letter, resume, and contact information for three professional references to careers@tessellations.school. Applications will be reviewed on a rolling basis.

Tessellations is an Equal Opportunity Employer — we do not discriminate against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, sex, or reproductive health decision making.