



Opportunity Statement

Executive Assistant to the Head of School Search July 1, 2024 or Sooner

Washington, DC

School Overview

At traditional schools, students with language-based learning differences, such as dyslexia, and ADHD may feel alone, misunderstood, and even embarrassed. At The Lab School of Washington, these students enter an environment designed for them to thrive.

At Lab, 390 students from D.C., Maryland, and Virginia become active players in their education. At the Lower School campus, you'll find multiple teachers in any given classroom. While one is working one-to-one with a student in a quiet corner, another small group develops strategic thinking skills through a board game. In an upper school physics class, a teacher leads a Socratic discussion on Newton's Laws of Motion while seated with students at a picnic table in the eco-engineered wetlands.

Lab's teachers have the freedom to create, experiment, and challenge themselves while engaging their students. One moment they are giving a one-to-one reading lesson and the next, teaching the rites of mummification to young "gods and goddesses" in an Academic Club.

Lab students, at all levels, participate in hands-on learning in and outside the classroom, including athletics, community service, the visual arts, theatrical performances, and global experiences. Role-playing and immersion into historic time periods in lower and Middle School bring lessons to life. A year-long internship for juniors provides an unparalleled real-world experience most of their peers may not experience until college. A senior thesis prepares students for the rigors of research and writing at the college level.

Lab's innovative, arts-based, approach to education does more than impart knowledge: the focus on problem-solving allows students to blossom in other areas of their lives. Their project-based educational model focuses on developing strong habits of mind, executive functioning skills, and self-advocacy in order to develop confident, capable learners. Their commitment to belonging and social emotional learning ensure students are prepared to navigate a complex world.

Mission Statement

The Lab School of Washington is an innovative learning community fostering scholarship and creativity in students with language-based learning differences. In an environment of inquiry and hands-on exploration, Lab School students learn to advocate for themselves as they become engaged and compassionate members of a global society.



The Position

First and foremost, the successful candidate will need to embrace Lab's core values.

Lab is entering an exciting time in the school's history. The school is currently planning the scope of a capital campaign which will primarily focus on long-term financial sustainability and upgrading the middle school spaces. This campaign will require a heightened level of engagement from the Head of School with internal and external constituents. The next EA will manage the Head of School's schedule and calendar, collaborate with the advancement office, business office, admissions, and associate head and provide vital and timely information for the Head of School that is embedded in the calendar. Balancing the Head of School's schedule with the school's 'open door policy' will take someone with high relational skills and a deft touch, ensuring that everyone who would like to see or meet with the Head of School feels valued and heard.

Key responsibilities

- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for Head of School and/or Associate Head of School.
- Provides sophisticated calendar management for Head of School.
- Arranges travel and accommodations for Head of School.
- Acts as a liaison and provides support to the Board of Directors, including scheduling, taking notes and recording minutes.
- Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs additional duties as assigned by Head of School and/or Associate Head of School.

The Profile of the Executive Assistant to the Head of School

The ideal candidate will possess the following competencies and should be able to respond to them in their cover letter:

- An Effective Communicator
- Confident in one's skill sets
- A Leader
- A Team Player
- Detail Oriented
- A Multi Tasker
- A Confidant
- Able to "Read the Room"
- High Emotional Intelligence
- Calm Under Pressure
- Drive & Ambition
- A Proactive Thinker
- Solutions Oriented
- Sophisticated
- Maintain Confidentiality of Sensitive Information

To Apply

Application Deadline: June 1, 2024

Please note that strong candidates may be considered before the application deadline.

The candidates' current employer will be contacted at the finalist stage.

Candidates should send a current resume, cover letter specific to this opportunity statement, and a list of five professional references to:

Tim Viands

President, IndySchool Consultancy

tim@indyschoolconsultancy.com

For more information, contact Tim Viands at tim@indyschoolconsultancy.com

Strong candidates will be given a battery of competency assessments.

Compensation & Benefits

The Lab School of Washington offers a competitive salary and a comprehensive benefits package including health, dental, and vision insurance, an attractive 403(b) retirement plan, professional development opportunities, and much more.



**For inquiries,
contact us.**

indyschoolconsultancy.com
tim@indyschoolconsultancy.com
(440) 361-9880

