



SACRAMENTO COUNTRY DAY SCHOOL

Think Critically. Live Creatively. Act Compassionately.

Assistant to the Head of High School

Sacramento Country Day School, the regional leader in Pre-Kindergarten through 12th grade independent school education since 1964, seeks a dynamic individual to serve as the Assistant to the Head of High School. Serving more than 560 students, Country Day's mission is to "inspire intellectual discovery and engage a diverse community to think critically, live creatively, and act compassionately."

The Role

The job requires strong verbal and written communication ability, high-level computer fluency, excellent organizational skills, and the professional kindness appropriate to a high-school environment. As registrar and attendance officer, the Assistant to the Head of High School manages and maintains the student information system, which is used for scheduling, attendance, grades, and transcripts. The Assistant to the Head of High School is integral to the daily functionality of the high school, supporting the Head of the High School, the Athletic Director, the Director of College Counseling, and the faculty, in order to ensure that all aspects of the High School run efficiently. He or she is also available throughout the day to help students and parents, and coordinate our international student program. This position carries responsibility and tremendous potential for innovative growth.

Requirements

- Bachelor's degree preferred
- Computer fluency
- Excellent verbal and written skills, as well as outstanding interpersonal skills
- Demonstrated ability to work well with students and colleagues; willingness to be an active, enthusiastic member of the Country Day community
- Strong commitment to equity and inclusion

School requirements include: Background check, First Aid/CPR training (school sponsored), negative TB result.

Sacramento Country Day School is an inclusive community and welcomes applicants from all backgrounds. To apply, please send a single .pdf file that includes a letter of interest, resume, and a list of three (3) references to the Head of High School, Brooke Wells, at resume@saccds.org.

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