



Executive Assistant to the Head of School

Holy Trinity Episcopal Academy
Melbourne, Florida
Spring 2025 • htacademy.org



The Opportunity

ST Search is assisting Holy Trinity Episcopal Academy in the search for its next Executive Assistant to the Head of School. Founded in 1957, Holy Trinity Episcopal Academy (HTEA) is the leading preschool-grade 12 private school in Brevard County and one of the premiere independent college preparatory schools in the State of Florida, serving approximately 1000 students age 3 through grade 12.

Holy Trinity Episcopal Academy offers an academically challenging curriculum in an environment that reflects the joy and peace of Christian values.

For 68 years, HTEA has maintained the premise that a whole child approach to learning offers students the greatest opportunity for success in college, career, and life. This educational philosophy is expressed through an academically challenging curriculum that delivers unrivaled educational experiences and enrichment opportunities in a safe, nurturing, and spiritual environment that reflects the joy and peace of Christian values.

Holy Trinity's highly qualified administration and faculty take a student-centric approach to instruction that combines traditional teaching methods with modern, hands-on experiences designed to shape one's character and foster a lifelong love of learning at all ages and stages, while providing a

foundation of knowledge, skills, and adaptability essential for navigating our increasingly challenging and technology-based world.

Ranked best private school in Brevard County and among the top one percent (1%) in the United States, Holy Trinity is located on two campuses in Melbourne, Florida. The Lower School, or Parish Campus, serves more than 350 preschool and elementary school students, while the Upper School, or Pineda Campus, serves more than 625 junior high and high school students.

The Executive Assistant plays a pivotal role in supporting the work of the Head of School. Primary responsibilities include ensuring the efficient and effective operation of the Head of School's Office, managing a wide range of tasks and priorities, and serving as the point of contact for all internal and external matters that require the Head's attention. Moreover, the Executive Assistant works closely with the Head of School to coordinate administrative tasks, manage communications, and facilitate the execution of key initiatives and projects.

Holy Trinity Episcopal Academy is a college-preparatory Episcopal school serving approximately 1000 students age 3 through grade 12.

To Apply

Please complete the online [Application](#) to become an ST Candidate and submit a cover letter explaining your interest in and qualifications for this position.



The Position

The Executive Assistant to the Head of School manages the Head of School office and provides coordination. The Executive Assistant will have strong relationships with each of the four divisions and all departments of the School and help keep the lines of communication strong between the Head of School and all school constituents. The Executive Assistant will embody and communicate the School's mission, vision, and core values. The Executive Assistant will maintain a sense of calm and stability in an ever-changing environment. The Executive Assistant will be professional, accessible, approachable, and welcoming while managing confidential situations with discretion, respect, and sensitivity.

TASKS

- Act as a thought partner and trusted ally to the Head of School and assist with exploring ideas, solving problems, and developing strategies.
- Support the Head of School's daily operation of the School, short and long-term goals, and institutional projects for both campuses.
- Act as a primary point of contact for the Head of School. Professionally interface with internal and external stakeholders, faculty and staff, parents, Trustees, consultants, contractors, and community representatives.
- Provide support as needed for FCIS Accreditation visits and act as a liaison between the School and similar industry organizations.
- Maintain Up-To-Date knowledge of and proactively manage the Head of School's calendar and activities, make appointments, anticipate conflicts, and update the calendar accordingly.
- Responsible for overall coordination of the Master School calendar working with four division heads and appropriate staff to ensure a realistic events agenda that balances the need and priorities of both campuses.
- Receive and handle Head of School office telephone calls and respond as appropriate.
- Make travel arrangements and accurately file expense reports for the Head of School.
- Support the Board of Trustees by planning and scheduling the committee, executive, and full board meetings. Maintain Up-To-Date historical records of board meetings and actions on Board portal. Attend all full board and committee meetings, prepare agendas, take minutes and provide technology support for meetings.
- Oversee and manage the budget for the Head of School office.
- Organize and plan specific Head of School and/or Board of Trustee hosted parties or events.
- Prepare agendas and organize the Executive Leadership Team meetings as requested.
- Understand and promote the standards and policies of the School, providing leadership as standards and policies evolve. Orchestrate schoolwide update of handbooks as necessary.
- Respect, affirm, and protect the dignity and worth of every member of the community, and exhibit moral and ethical behavior. Foster an atmosphere of trust and openness.



The Position *(continued)*

- Stay informed about best practices in executive support and administrative management and seek opportunities for professional growth and development.
- Handle confidential information with the utmost discretion and maintain strict confidentiality in all matters related to the Head of School's Office.
- Understand, uphold, and promote the School's mission, making it the center of all decisions and actions.
- Perform other duties as assigned by the Head of School.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in Google Office Suite, Microsoft Office Suite, and Internet navigation is essential. This position requires the strictest confidentiality of corporate, personal, and legal information and requires the highest level of discretion.
- Proven experience providing high-level administrative support to senior executives or school administrators.
- Experience with database management systems, such as Blackbaud, is a plus.
- This employee must possess a strong representation of professionalism.
- Strong written, verbal, interpersonal communication as well as proofreading and editing skills are required.
- Initiative and proactivity are essential.
- Demonstrated ability to deal with unexpected events, uncertainty, and change management and to quickly problem solve using sound judgement.
- Excellent planning and organizational skills, attention to detail, and the ability to manage multiple tasks and priorities simultaneously.
- Ability to exercise discretion and maintain confidentiality in handling sensitive information.
- High level of integrity and dependability.
- Commitment to the mission, vision, and core values of the school community.

EDUCATION AND EXPERIENCE

- A bachelor's degree or equivalent is preferred. 3-5 years of office experience; experience in an Independent School setting is preferred.
- 2-3 years of supporting a senior-level executive.





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The School

Early Childhood

In Early Childhood, children are introduced to hands-on engaging activities that encourage social, emotional, physical, and cognitive development. Projects challenge critical thinking in the areas of language, literacy, mathematics, science, social studies, and the arts. Guided discoveries are accommodated through a wide variety of experiences including play and creative movement. Social and emotional skills are developed through the instruction of the “I Care Rules” formed by the Peace curriculum, which fosters a loving, spiritual, safe, and respectful environment in which each child will successfully grow.

Preschool, Pre-K, and Kindergarten

Holy Trinity’s exceptional curriculum for Preschool, Prekindergarten and Kindergarten is coordinated with the Elementary program so that there is a seamless transition to first grade. Enrichment classes, including music, computers, STEAM Lab, and physical education offer Holy Trinity’s youngest learners the opportunity to explore, create, and discover outside the traditional classroom environment.

Elementary (Primary Gr. 1-3; Intermediate Gr. 4-6)

Throughout Holy Trinity students’ elementary years, low student-to-teacher ratios ensure that each child receives individualized attention. Many of the faculty have achieved the Florida Gifted Endorsement, which better prepares them to teach children of diverse abilities.

An integrated curriculum spans across subjects. For example, a topic covered in social studies or science may also be explored in a different way in reading, art, or music class. Academically related field studies provide hands-on opportunities for students to expand their understanding of subject matter and connect what they’re learning to the real world. Special activities such as “Create Your Own Adventure Day” and “Innovation Day” allow students to explore unique areas of interest and to share their passions with others.

Junior High (Grades 7-8)

At all times, but especially during Junior High, a safe and supportive learning environment allows all Holy Trinity students to find their own voice and explore their unique interests. Holy

At a Glance

- Founded: **1957**
- Grades: **K3-12**
- Total Enrollment: **986**
- EC Enrollment: **75**
- Elem Enrollment: **283**
- JH Enrollment: **191**
- HS Enrollment: **435**
- Student Diversity: **32%**
- Total Faculty and Administration: **155**
- Faculty Diversity: **11.5%**
- Student/Faculty Ratio: **11:1**
- Average Faculty Experience: **16 years**
- Average Faculty Tenure: **14 years**
- Faculty with Postgrad Degrees: **4%**
- Highest Tuition: **\$22,000**
- Students Receiving Aid: **23%**
- Annual Budget: **\$20M**
- Total Debt: **\$1,041,980**
- Board of Trustees: **20**
- Accreditations: **FCIS**
- Most Recent Accreditations: **2020**

Trinity’s Junior High offers a comprehensive and varied, yet individualized, curriculum. Each seventh and eighth grader takes a full year of core classes in mathematics, science, English, and social sciences. Both physical and health education are integral to the Junior High program. The Junior High also offers elective classes in art, drama, orchestra, band, percussion, concert choir, foreign languages, writing enrichment, science research, and engineering/computer programming. Additionally, because Junior High and High School students are on the same campus, advanced Junior High students may take High School-level courses.

High School (Grades 9-12)

Holy Trinity’s High School students may optimize their resumes by selecting from a variety of college-preparatory, Honors, and Advanced Placement (AP) courses according to their interests and abilities. Holy Trinity currently offers 31 AP options for which students may earn college credit. These options include





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The School *(continued)*

not only courses in science, mathematics, history, and world languages, but a variety of unique electives.



The Upper School offers 41 Junior High, Junior Varsity, and Varsity athletic teams across 13 sports, enabling student-athletes to build important life skills, including character, dedication and teamwork. Additionally, because the Junior High and High School are on one campus, advanced Junior High athletes can participate on many Varsity teams, and all Junior High athletes benefit from direct mentorship from and shared facilities with High School athletes.

The Holy Trinity Tigers play in over 375 Upper School and 150 Lower School games/meets/matches annually. Since the start of the athletics program in 2000, Holy Trinity has won 22 State Championships, 51 Individual State Championships, 48 Regional Championships, 116 District Championships, and turned out one professional football player and one professional golfer. Today, seven out of 10 Upper School students play at least one sport, and many play up to three, in a given school year.

Twelve percent (12%) of Holy Trinity graduates have gone on to play collegiate sports at all levels, including major NCAA Division I, II, III, and NAIA colleges and have played at such prestigious institutions as the University of Notre Dame, the United States Air Force Academy, Duke, Harvard, Princeton, University of Texas, University of Kentucky, University of Pennsylvania, Columbia, and the University of Florida, among others.

Holy Trinity opened its new Tiger Athletic Complex in the Fall of 2020. The \$5.5 million facility boasts a state-of-the-art strength and conditioning center, home and visitor locker rooms, concessions, restrooms, trainer facilities, a conference room, the latest generation NFL-quality artificial turf field featuring CoolPlay technology, and a renovated eight-lane Plexitrac athletic track surface.

College & Academic Advising

The College and Academic Advising program at Holy Trinity is designed to assist students and parents in the process of researching and applying to colleges. Helping to create a bridge from the high school experience to college, and eventually a career, the college counseling staff provide opportunities throughout high school to proceed down this road. Emphasis is placed on identifying personal strengths and interests, developing reasonable expectations and submitting applications that are a true reflection of each individual student.

Athletics and the Arts

At Holy Trinity, students can participate in selected afterschool athletics as early as kindergarten. Intramural basketball, cheer, and soccer are offered for students in kindergarten through sixth grade, and swimming is offered for students in first through sixth grade. Students in fifth and sixth grade may choose to join co-ed basketball, track, volleyball, or flag football.

At the Junior High and High School levels, Holy Trinity's sports program provides competitive athletes with the developmental opportunities to succeed at the highest levels, while also offering a variety of options for students who simply want to try something new.



The School *(continued)*

Holy Trinity encourages students to explore a wealth of fine and performing arts, rounding out their academic and athletic pursuits. More than 65% of Upper School students participate in one or more arts courses or activities, enabling them to explore their creative side under the direction of educators who are passionate about the arts as well as teaching.

At the Elementary level, students participate in grade-level musical performances, weekly art classes, a “Masterpiece of the Month” program, in-studio artwork creation, an annual K-6 art show, and Orff Ensemble in Band.

At the Junior High and High School levels, students have music elective offerings to choose from, including multiple skill-levels of Band, Chorus, and Orchestra. They can also participate in acting/drama courses and take part in annual Junior High and High School performances. Visual arts offerings include Photography, Computer Graphics, Ceramics, and Drawing/Painting. Honors classes include Newspaper, Yearbook, Concert Choir, Acting, and Band. Advanced Placement arts courses include Computer Graphics, Studio Art, Music Theory, and Digital Photography. Holy Trinity students also participate in campus-wide, community-wide, and statewide competitions and assessments. Just one example, the Holy Trinity *Tigrium* Yearbook staff has won multiple awards at the National Scholastic Press Association journalism conference.



Spiritual Life

The third pillar of Holy Trinity’s commitment to Mind, Body, and Spirit centers on the school’s religious heritage and spiritual core. Holy Trinity is a school rooted in the Episcopal tradition. Episcopal schools find their home in this rich Christian tradition encouraging the enrollment of students from a variety of faith traditions or no faith at all. Holy Trinity’s aim is that all students, regardless of religion, race, gender, or socioeconomic background, are welcome at the school.

Worship at Holy Trinity is a regular part of school life for all students and faculty, and school families are always welcome to attend. In Early Childhood, chapel is incorporated into the individual classroom four days a week with a weekly gathering of the entire Early Childhood community in the historic chapel for Bible lessons. Students begin each day with a spiritual connection meeting rooted in God’s love, and every month, each student participates in a Character Education lesson that is rooted in scripture.

In Elementary school, students start most days actively involved in chapel worship services in roles such as readers, leaders of prayer, and acolytes. Eucharist is celebrated monthly.

In grades 7-12, a 15-minute chapel service is held mid-morning three days a week, with Holy Eucharist celebrated one time per month in the Scott Family Center for Worship and the Performing Arts. Students of all grades are encouraged to use their leadership, reading, musical, artistic, drama, public speaking, and other God-given gifts in Holy Trinity’s worship ministry. Upper School chapel is planned by the Head Chaplain.

Character Education is reinforced throughout all aspects of Holy Trinity life with the goal of students assuming responsibility for their own behavior and learning. Learned values from the Character Education Program are put into action through participation in outreach programs that support a variety of community needs and address issues affecting the most needy of our world’s population. Service learning encourages students to develop an enthusiasm for serving their local communities, as well as the addressing global needs. Many projects have led to connections that not only continue through college but turn into jobs or internships. Holy Trinity graduates are engaged citizens who will make a difference in our ever changing world.



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The Community

Melbourne is located approximately one hour southeast of Orlando in Brevard County (otherwise known as the Space Coast), along Interstate 95. It is approximately halfway between Jacksonville and Miami. Outdoor recreational opportunities are abundant in this coastal community, with an average temperature of 81 degrees. At 72 miles, Brevard's coastline is the longest in Florida. Two great rivers, the Indian River and the Banana River, run parallel to the Atlantic Ocean, separating the mainland from the barrier islands and the beach. Residents enjoy boating, fishing, surfing, and the area's rivers and pristine beaches.

Brevard is a booming tourist destination with the Kennedy Space Center and cruises from Port Canaveral attracting millions of people to the Space Coast every year. Once here, visitors enjoy easy travel to their destinations via Interstate 95 and U.S. Highway 1, which are accessible from virtually anywhere in the county. The Space Coast also benefits from Port Canaveral and the Orlando Melbourne International Airport, which make travel by cruise ship, commercial airline, or chartered plane convenient.

The Space Coast features the most concentrated high-tech economy in the state, according to the Milken Institute. Brevard holds one of the nation's largest concentrations of employment in the communications sector and the most concentrated manufacturing workforce in the State of Florida. As the birthplace of American Space Exploration and the hub of Florida's space industry, Florida's Space Coast has cultivated

generations of high-tech talent. Major employers including SpaceX, Blue Origin, Boeing, Lockheed Martin, L3Harris, Northrop Grumman, Rockwell International, Embraer and Health First call Brevard County home with several located in Melbourne.

A fast-growing community, Melbourne is the second largest in the county both in size and population (approximately 86,000). The "Harbor City" has something to offer everyone from its beautiful beaches and rich history to excellent dining and a thriving arts culture. Melbourne is consistently ranked among the top three best places to live in Florida. The year-round warm weather and proximity to the beach makes it a desirable place to live, work, and raise a family.

Application Process & Timeline

For consideration, candidates should submit applications to ST at SouthernTeachers.com, along with a current resume and a cover letter explaining their interest in and qualifications for this leadership position.

Questions may be directed to Mr. Mike Waylett at Mike.Waylett@SouthernTeachers.com or 434-295-9122.

Please do not contact the School.

Initial interviews with the consultant at ST will be ongoing.

The new Executive Assistant to the Head of School will begin work Spring 2025.

