

**POWHATAN SCHOOL**  
**49 POWHATAN LANE**  
**BOYCE, VA 22620**  
**(540) 837-1009      ◇      (540) 837-5061 Fax**

**“We learn not for school, but for life.”**

---

**Head’s Assistant**  
**March 2017**

Powhatan School is a pre-kindergarten through eighth grade coeducational, independent day school located near Winchester in the beautiful Shenandoah Valley of Virginia. Founded in 1948 and accredited by the Virginia Association of Independent Schools, Powhatan is situated in a rural setting on 67 acres of land in the town of Boyce in Clarke County. Our student body draws from a broad geographical area consisting of three states and seven school districts. Our families come from Virginia (Clarke County, Fauquier County, Frederick County, Loudoun County, Warren County and Winchester City), Maryland, and West Virginia

Powhatan’s educational philosophy views elementary and middle school as important steps in a lifelong learning process which are to be cherished in and of themselves. With an emphasis on a literature-based curriculum, the school offers opportunities for intellectual enrichment and personal growth through study that crosses the academic disciplines. With a strong math and science program, we provide instruction in music, art, drama, public speaking, athletics, and computer technology as well as participation in extra-curricular activities.

Powhatan School believes that successful education creates lifelong learners who use their knowledge, creativity, and skills to be confident students in an ever-changing world. ***We learn not for school but for life*** is our guiding principle.

The Head’s Assistant is to work closely with the Head of School as her personal assistant to implement and interpret for others in the school her goals and philosophy and to facilitate the administration of the Head’s office. This is a 12-month per year position. This position reports directly to the Head of School.

**Applicants for this position should have the following skills:**

- Strong interpersonal skills
- Ability to prioritize and multitask
- Time management and organizational skills
- General technology skills – proficient in Microsoft Office
- Proficiency with editing and proofreading

**Requirements:**

- Minimum 2 years office/administrative assistant experience preferred