

Hamlin Robinson School

WHERE LEARNING HAS NO LIMITS

WHO WE ARE

The mission of Hamlin Robinson School (HRS) is to ignite the academic and creative potential of students with dyslexia and other language-based learning differences. Since its founding in 1983, HRS stands as the only school in the state of Washington exclusively serving the unique academic and social/emotional needs of students with dyslexia. It is our vision for students who struggle in traditional settings to experience the classroom as a welcoming and safe place for learning.

OUR STORY

Hamlin Robinson School has been at the forefront of serving students with dyslexia and other language-based learning differences for almost 40 years. Our purpose is to fill an unaddressed gap in the K-12 education system failing to adequately address the learning needs of up to 20% of the student population; those with dyslexia and unexplained reading challenges.

Our program is in high demand because of our reputation and record of success with students who learn differently, and our specially trained faculty who teach students accordingly. HRS uses the most effective known whole-class literacy instruction method, a comprehensive, multi-sensory approach adaptive to the school's full curriculum. Most importantly, students learn in a way suiting their needs. For many, HRS is the first place they experience success, confidence, pride, and a sense of belonging in school. And for parents, it is the first time they witness their student enjoying school.

Hamlin Robinson School values diversity and welcomes the unique contributions of people from all backgrounds, gender identities, learning styles, physical abilities, and sexual orientations.

WHO YOU ARE

You think strategically.
You can sift through and prioritize requests with confidence.
You have experience navigating sensitive situations.
You possess a strong and assured professional presence.
You have impeccable attention to detail and follow-through.
You have strong writing skills.
You are highly organized and can manage multiple projects simultaneously.
You take initiative but are flexible when priorities change.
You maintain a high level of confidentiality and discretion.
You are technology savvy.

THE JOB

Position: Executive Assistant

Department: Administration

Reports to: Head of School

Job Classification: Full time, 12-month exempt

Administrative and Operational Support

- Serve as a trusted strategic work partner to the Head of School.
- Prioritize, collaborate on, and guide all aspects of the annual work plan for the Head of School.
- Support the work of the lead administrative team when it overlaps with the Head of School.
- Set, maintain, and prioritize the calendar and daily schedule for the Head of School.
- Foster an inclusive community and positive work culture.

Board of Trustees

- Prioritize, collaborate on, and guide the annual work plan for the board of trustees, serving as a trusted advisor, secretary, and liaison on all board related projects and initiatives.

COMPENSATION & BENEFITS

Salary: \$66,000-\$72,000

Position Classification: Exempt

Benefits: Medical, Dental, Vision, 403b (up to 7% employer match), Life insurance, Pet insurance, and long-term disability.

HOW TO APPLY

Please submit a Resume and Cover Letter to:

Stacy Turner, Head of School, He/Him

Hamlin Robinson School

Email: jobs@hamlinrobinson.org with "Executive Assistant" in the subject line.