

Central Christian School
Administrative Assistant – Academic Support
Job Description
July 1, 2023 – June 30, 2024

The Administrative Assistant provides high quality administrative support to the Leadership Team for the good of the whole school. This person, as part of the Administrative Assistant team, facilitates an efficient, friendly atmosphere for families, students, faculty, staff, and the general public.

Supervision

The Administrative Assistant-Academic Support reports directly to the Principal and Student Services Director

Pay Grade

Level H: High responsibility hourly staff. Legal qualifications and responsible for student safety. Requires professionalism, initiative and independent work.

Expectations

- Reflect a personal faith in Jesus Christ through lifestyle, church commitments, and a commitment to Christian education as exemplified by Central Christian School.
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public.
- Follow all applicable school policies and procedures as outlined in the Employee Handbook

Contract Information

Full Time

Hourly Staff - Wages are based on an hourly pay rate

School year contract - Contract days include time before school begins in August and ends in June, as per supervisor

Working hours are 7:30 am – 3:30 pm

Morning meetings, evening programs or events, and possible summer hours as directed by Supervisor

Benefits are listed in the Employee Handbook

Responsibilities

- Assist and support the Academic Team
- Assist and support the Student Services Director/School Counselor
- Assist and support the Curriculum and Instruction Specialist
- Assist members of the Leadership Team as needed
- Support editorial processes for internal and external communications and publications
- Create and manage student permanent records
- Review, maintain, and report student immunization records
- Plan and execute Vision and Hearing Screenings
- Event planning coordination for: awards ceremonies, Scholastic Book Fairs, NHS induction ceremonies, Grandparents day, graduation, and other events as needed
- Scheduled time weekly at front desk-answering phones, recording attendance, student logistics, student traffic, medications, ticket sales
- School year preparation in August and end-of-year in June
- Volunteer two times a year for school activities. (athletic gate, ushering, etc.)
- Other duties as assigned

Qualifications

- HS Diploma
- Experience in an office setting preferred
- Flexible and able to work around multiple interruptions
- Proficiency in computer skills (Excel, Word, Google Suite, Power Point, Indesign, etc.)
- Relational skills with children and adults
- Personal qualities of integrity, credibility, and dedication to the mission of Central Christian School
- Understanding of and enthusiasm for Central Christian School and its mission