

Central Christian School
Administrative Assistant – Academic Support
Job Description
July 1, 2021 – June 30, 2022

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.

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 Athletic Director
- Assist members of the Leadership Team as needed
- Scheduled time weekly at front desk- answering phones, recording attendance, student logistics, student traffic, medications, ticket sales.
- Create and manage student permanent records
- Event planning coordination for: Corporation meeting, athletic awards, Alumni Night, awards ceremonies, graduation, and other events as needed
- 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

Contact Principal, Craig Martin at craigm@centralchristianschool.org with a letter of intent and resume. Applications close on Monday, June 28.