



*The mission of Christ Academy is to provide classical, Christian education that forms students to display the surpassing goodness of Jesus Christ through thoughtful, articulate, beautiful, and virtuous lives.*

## **Administrative Assistant**

### **OVERVIEW**

This position advances the mission of Christ Academy by maintaining

- daily operations and
  - clear communication with families, students, teachers, staff and others
- 
- Reports to: Christ Academy administrator
  - Hours: 28 per week, Monday through Thursday
  - Time off: TBD
  - Compensation: TBD

---

### **FUNDAMENTALS**

The successful candidate for this position will present the following:

- Personal qualities
  - vibrant, mature faith in Jesus Christ
  - support of Christ Academy's theological and organizational commitments
  - vision for maintaining the ethos of Christ Academy
  - cheerfulness, responsiveness, proactivity, and discretion
- Professional skills
  - commitment to collaborate and self-initiate as needed
  - facility with written and oral communication
  - experience with—or capacity to learn—school management software
  - administrative skill with attention to detail and eye for excellence

### **OBJECTIVES**

Daily operations

- *Staff* front desk
- *Monitor* security feeds
- *Interact* with visitors
- *Enact* security procedures
- *Support* teachers with copying, purchasing, errands, and various classroom needs
- *Oversee* drop-off & pick-up, lunchtime, and signage

#### Clear communication

- *Serve* as first point of contact for families regarding school events, activity reminders, student attendance, etc.
- *Care for* students regarding daily attendance, personal phones, tardiness, medication & first aid
- *Engage* teachers regarding matters for support, as well as relevant security procedures
- *Collaborate* with Christ Academy's administrator on special projects and events, such as enrollment or the annual gala
- *Partner* with the board of Christ Academy for donor relations
- *Assist* prospective families with information and visits
- *Answer* the phone
- *Direct* inquiries and business matters to appropriate parties