



## Job Description

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### Position Title: Administrative Assistant to the Head of Academics

#### Purpose of Position

The Administrative Assistant to the Head of Academics fulfills the mission of Des Moines Christian School by providing consistent, professional, and confidential administrative support to the Head of Academics. This position makes day-to-day administrative and operational decisions. The Administrative Assistant takes the initiative to make the work of the Head of Academics more efficient, allowing him/her to focus on strategic priorities.

#### Position:

- Full-time, 40 hours per week school year, with additional hours before the start and after the end of the school year
- Hourly, non-exempt; At-will employee

**Reports To:** Head of Academics

**Evaluated By:** Head of Academics

**Direct Reports:** None

#### Qualifications:

- Experience in office administration or administrative support is preferred.
- AA or BA/BS is preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible-believing church and committed to growth in a personal relationship with Jesus Christ.
- Proficient in Google Suite or Microsoft Office.
- Comfortable learning new software programs.

#### Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Connects relationally with children and families in all interactions.
- Characterized by integrity and maintains confidentiality.
- Committed to excellent customer service.
- Demonstrated effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Adapts communication style to suit different audiences.
- Utilizes critical thinking and strategic problem-solving skills.
- Demonstrated ability to manage multiple projects and/or priorities with high attention to detail.
- Demonstrated ability to work collaboratively with other departments and with volunteers.

**Responsibilities:**

**Administrative Support and Communication**

- Creates and edits various correspondence, emails, communication materials and presentations.
- Manages the Head of Academic's calendar and schedules meetings.
- Prepares materials for meetings and professional development sessions.
- Attends various academic meetings and maintains notes and documents.
- Assists with the coordination and execution of various department and school-wide events.
- Manages rosters and schedules for contracted counseling services.
- Tracks various licenses and certifications and follows up with employees as needed.
- Helps maintain a welcoming environment by communicating with all staff, students, parents, and visitors in a positive, professional manner.
- Manages submission of invoices and purchase orders.
- Engages in ongoing professional development opportunities to learn new skills or improve current skills.
- Performs all other duties as assigned.

**Curriculum and Data Management**

- Maintains organization and documentation of DMC's curriculum.
- Assists with reporting, analysis, and organization of assessment data.
- Updates various procedural documents.
- Assists with various state reporting and data entry.