



Job Description: Administrative Assistant to the Head of High School

Purpose of Position

The Administrative Assistant to the Head of High School fulfills the mission of Des Moines Christian School by providing consistent, professional, and confidential administrative support to the Head of High School. This position is the first point of contact in the High School office greeting and assisting students, parents, staff, and guests. The Administrative Assistant makes day-to-day administrative and operational decisions on the Head's behalf in a fast-paced environment. The Administrative Assistant takes the initiative to make the work of the Head of High School more efficient, allowing the Head of High School to focus on strategic priorities.

Position:

- Full-time, calendar year.
- The weekly work schedule is 40 hours per week during the school year, and the schedule reduces to 30 hours for approximately 9 weeks during the summer.
- Hourly, non-exempt; At-will employee

Reports To: Head of High School

Direct Reports: None

Qualifications:

- Experience in office administration or administrative support is preferred.
- AA or BA/BS is preferred.
- Proficient in Google Suite or Microsoft Office.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

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.
- Adapts to a work environment with frequent interruptions.
- Demonstrated effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Utilizes critical thinking and strategic problem-solving skills.
- Comfortable learning new software programs.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines.

Responsibilities:



Head of School Support and Communication

- Greets all students, parents, staff, and guests making them feel welcome and communicating in a positive, professional manner in all interactions.
- Manages the Head of School's calendar and schedules meetings.
- Creates and edits various correspondence, emails, and communication materials.
- Maintains communication with faculty, staff, and parents in a professional and timely manner.
- Answers the primary phone number for the high school office.
- Uses school software programs to assist the Head of School in managing faculty time-off requests, securing substitute teachers, and substitute time tracking.
- Adapts to the day-to-day needs of the department.
- Engages in ongoing professional development opportunities to learn new skills or improve current skills.

Student Information System Support

- Tracks daily student attendance in the Student Information System (SIS).
- Runs various student record reports for the Head of High School or Dean of Students.
- Updates current student cumulative files
- Assists students with SIS access including password resets.
- Assigns and maintains student parking passes, car registration, and security fobs.

Department Support and Office Management

- Assists with the coordination and execution of various department and school-wide events.
- Collaborates with the Head of School on the spending and management of the department budget.
- Manages submission of invoices and purchase orders.
- Orders office and classroom supplies, textbooks, and other materials for the department.
- Aids in monitoring school security by assisting visitors with building entry and secure check-in process.
- Manages incoming and outgoing department mail.
- Performs all other duties as assigned.