



## Job Description

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### Position Title: Administrative Assistant to the JH / HS Principal

#### Purpose of Position

The Administrative Assistant to the JH / HS Principal is responsible for fulfilling the mission of Des Moines Christian School by assisting the Principal with regular business affairs. This position is designed to assist the Principal with contacting parents, dealing with department concerns, and supporting the mission of the school.

#### Position:

- Full-time, 40 hours per week school year, 30-40 hours per week summer
- Calendar Year
- Hourly, At-will employee

**Reports To:** JH / HS Principal

**Evaluated By:** JH / HS Principal

**Direct Reports:** None

#### Qualifications:

- BA/BS and/or background in business and customer relations, preferred.
- Born-again Christian.
- 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 Biblical Worldview.

#### Professional Profile:

- Committed to the mission of DMCS.
- Demonstrates computer proficiency including Microsoft Office and Excel.
- Possesses excellent organizational skills and work ethic.
- Meets deadlines in a timely manner.
- Characterized by integrity.
- Maintains confidentiality.
- Maintains a high level of attendance and is punctual.
- Models Christ-like behavior in word and behavior both in and out of the office.
- Demonstrates excellence in communication, writing, and interpersonal skills.

#### Responsibilities:

- Communication
  - Serve as the Welcome Desk for students, parents, and guests.
  - Monitor the security of the school.
  - Answers primary phone number for the department and connect callers to the correct person.
  - Manages Week at a Glance communication with faculty and staff.
  - Manages JH / HS Daily Announcements for students and families.
  - Contacts parents with student concerns (attendance, discipline, health, etc).
  - Contacts Business Office, faculty, and staff when student enrollment status changes.

- Secures substitute teachers for planned faculty and staff absences.
- Disburses mail/packages to the department.
  
- Office Management
  - Maintains cleanliness
  - Monitors sign in sheets for students and visitors
  - Collects money and forms for student activities
  - Ensures hospitality items are available for visitors and meetings
  - Orders supplies for office/department.
  
- Monitor the School Information System
  - Manage the student database (enter attendance and behavior interactions, update parent information, assign student lockers and Advisors, etc).
  - Maintain substitute teacher database with current information; communicate with Principal when additional subs are needed.
  - Run attendance and behavior reports for Principal.
  - Partners with Admissions Director to manage and update re-enrollment database.
  
- Scheduling
  - Manage Principal's calendar to schedule meetings with various association members, students, and staff as well as record staff absences.
  - Assist with meeting preparation, materials, and agenda.
  - Manages faculty and staff duty schedule (workroom, car line, lunch, detention).
  - Schedules student detentions.
  
- Correspondence
  - Prepare thank you letters or notes of encouragement for the association members, students, and staff.
  - Coordinate department mailings.
  
- Internal Event Coordination
  - Assist with various employee and school events
    - National Honor Society Induction Ceremony
    - Graduation & Senior Recognition Night
    - Parent-Teacher Conferences
    - Teacher Appreciation
    - Holiday Celebrations
    - In-service/Professional Development Days
  
- Curriculum, Assessment, and Accreditation
  - Certifies BEDS report to the State of Iowa.
  - Manages textbook and classroom supply inventory; order materials for each school year.
  
- Performs all other duties as assigned.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_  
Administrative Assistant

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Junior High and High School Principal