



Job Description

Position Title: Administrative and Curriculum Assistant to the Superintendent

Purpose of Position

The Administrative Assistant to the Superintendent is responsible for fulfilling the mission of Des Moines Christian School by assisting the Superintendent with regular business affairs. This position is designed to assist the Superintendent with contacting association members, dealing with 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: Superintendent

Evaluated By: Superintendent

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 classroom.
- Demonstrates excellence in communication, writing, and interpersonal skills.

Responsibilities:

- Communication
 - Manages school calendar on DMCS website
 - Disburses mail/packages to all departments
 - Answers primary phone number for school and connects callers to the correct person/department
 - Prepare board and committee packet materials
- Scheduling
 - Manage Superintendent's calendar to schedule meetings with various association members, committees, and the board
 - Assist with meeting preparation, materials, and agenda
 - Schedule donor meetings
- Correspondence
 - Prepare thank you letters, solicitation letters and responses
 - Coordinate mailings
 - Take and prepare meeting minutes
- Internal Event Coordination
 - Assist with various employee and school events
 - Service awards
 - New employee onboarding
 - Birthday breakfast
 - Receptions
 - In-service/Professional Development days
- Development
 - Uses donor database to conduct research to facilitate giving
 - Assist with Capital Campaign and Annual Fund efforts
- Volunteer Coordination and Communication
 - Serve as the Welcome Desk for parents and guests
 - Monitor the security of the school
- Curriculum, Assessment, and Accreditation
 - Reports certified enrollment to the State of Iowa
 - Annual accreditation reporting to ACSI
 - Assists with full accreditation renewal process
- Performs all other duties as assigned.

Date: _____

Signatures: _____

Administrative Assistant

Superintendent

Revision Date: 08/2016