



## Job Description

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

#### Purpose of Position

The Administrative Assistant to the Head of Elementary fulfills the mission of Des Moines Christian School by providing consistent, professional, and confidential administrative support to the Head. This position 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 more efficient, allowing the him/her to focus on strategic priorities.

#### Position:

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

**Reports To:** Head of Elementary

**Evaluated By:** Head of Elementary

**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:**

### **Head of Elementary 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 Elementary'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 elementary school office.
- Uses school software programs to assist the Head in managing faculty time-off requests, securing substitute teachers, and substitute time tracking.
- Engages in ongoing professional development opportunities to learn new skills or improve current skills.

### **Department Support and Office Management**

- Assists with the coordination and execution of various department and school-wide events.
- Collaborates with the Principal 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.
- Assists with the coordination and execution of various department and school-wide events.
- 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.

### **Student Information System Support**

- Tracks daily student attendance in the Student Information System (SIS).
- Runs various student record reports for Principal.
- Updates current student cumulative files
- Assists students with SIS access including password resets.