

## **Administrative Assistant to the Head of Middle School - Job Description**

### **Purpose of Position**

The Administrative Assistant to the Head of Middle School fulfills the mission of Des Moines Christian School by providing consistent, professional, and confidential administrative support to the Head. This position is the first point of contact in the Middle School office greeting 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 more efficient, allowing him to focus on strategic priorities.

### **Position:**

- Full-time, 40 hours per week school year, during the summer, the schedule reduces to 30 hours for approximately 9 weeks.
- Calendar Year
- Hourly, non-exempt; At-will employee

**Reports To:** Head of Middle 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.
- Comfortable learning new software programs.
- 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.
- 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 problem-solving skills.
- Demonstrated ability to manage multiple projects and/or priorities with high attention to detail.

## **Responsibilities:**

### **Head of Middle 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 Middle 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 middle school office.
- Uses school software programs to assist the Head 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.

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

- Aids in monitoring school security by assisting visitors with building entry and secure check-in process.
- Assists with the coordination and execution of various department and school-wide events.
- Collaborates with the Head 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.
- 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 the Head.
- Updates current student cumulative files.
- Assists students and staff with SIS needs.