

## **Administrative Assistant to Head of School**

Hired by: Head of School  
Evaluated: Annually  
Schedule: 12 month

Report to: Head of School  
FLSA: Non-exempt  
Supervises: None

The Administrative Assistant to the Head of School is tasked primarily with providing administrative support to the Head of School and other staff in the Administrative Offices. To effectively carry out the tasks assigned, the Administrative Assistant must be professional, discreet, organized, task oriented, efficient, and relatable to others.

### **Spiritual Maturity**

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Actively engage in the life and ministry of an evangelical church
- Pursue a life of spiritual development through regular study of scripture and prayer
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith
- Believe in and support Grace Polaris Church's "Our Beliefs and Identity" document
- Agree to abide by the Worthington Christian Lifestyle Statement

### **Professional Responsibilities (essential)**

- Provide administrative support for the Head of School and administrative staff
- Support the Head of School with personal schedule management (meetings, interviews, etc.), correspondence, and various short-term tasks
- Respond to phone, email, and other contacts with the school
- Interact with visitors, students, parents, faculty, and staff in a professional manner
- Promote the school by establishing relationships and supporting prospective families
- Issue purchase orders
- Maintain an organized and welcoming office environment that is conducive to productivity
- Maintain accurate and complete records, files, and/or databases appropriate to duties
- Order and maintain supplies and maintenance for the office
- Process and distribute incoming mail and packages
- Create an annual calendar for district use
- Maintain a list of employees' years of service and their birthdays
- Assist with recognition of employee birthdays
- Support the Head of School with duties related to the Board of Directors
- Coordinate bus transportation with local public school district transportation offices:
  - Maintain relationships with district transportation offices

- Act as liaison between WC school families and public school transportation departments
- Assist WC families with navigating public school transportation registrations
- Attend annual Columbus City Schools transportation meeting
- Create and maintain a spreadsheet detailing bus requests
- Confirm accuracy of VAT invoices
- Contact public schools on calamity days
- Test and confirm calamity day information annually
- Collaborate with the Office of Advancement on the following development functions:
  - Providing current and prospective donor research
  - Scheduling conversations
  - Recording interactions with current and prospective donors
  - Creating a systematic and nuanced way of stewarding donors

**Professional Requirements**

- High school diploma or equivalent, associate degree or above preferred
- Prior experience in a school setting preferred
- Enjoys working in a fast-paced office environment
- Knowledge of office processes and practices
- Ability to operate pertinent office equipment
- Working knowledge of Microsoft Word, Excel, Publisher, and Outlook
- Ability to use the FACTS student information system
- Interacts with others with excellent interpersonal skills
- Effective listening, verbal, and written communication skills
- Discreet, good judgment, adaptable, and flexible
- Must possess a high degree of confidentiality
- Organizational and time management skills

**Physical Requirements**

<b>WORKING ENVIRONMENT</b>	<b>RARELY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty				
Cold (50 deg. F or lower)	X			
Heat (90 deg. F or higher)	X			
Chemicals/Solvents	X	X		
High stress		X		
Interruptions			X	
Climbing stairs		X		
Standing/Sitting/Walking/Bending			X	

<b>WORKING ENVIRONMENT</b>	<b>RARELY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Pushing/Pulling	X			
Lifting/Lowering/Carrying				
Up to 20 lbs.			X	
Up to 50 lbs.	X			
More than 50 lbs.	X			
Telephone				X
Computer/Printer				X
Fax/Copier			X	
AV Equipment		X		
Summon emergency help	X			
Apply First Aid/CPR	X			
Driving	X			

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature