



Administrative Assistant to Head of School

Hired by: Head of School

Reports to: Head of School

Evaluated: Annually

FLSA: Exempt

The Administrative Assistant is tasked primarily with providing administrative support to the Head of School and District Office. To effectively carry out the tasks assigned, the Administrative Assistant would be organized, task oriented, aware of appropriate deadlines, focused on accuracy, and comfortable with a significant amount of interaction with students, parents, faculty/staff, and visitors.

Spiritual Maturity

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

Professional Responsibilities (essential)

- Provide administrative support for Head of School and District Staff
- Support the Head of School with personal schedule management (meetings, interviews, etc.), correspondence, and various short-term tasks (Move to the top as the second bullet point)
- Support the Head of School with duties related to the Board of Directors
- Attend meetings along with the Head of School, as needed
- Respond to phone, email, and other contacts with the school
- Interact with visitors, students, parents, faculty, and staff in a warm, inviting and professional manner
- Promote the school by establishing relationships and supporting prospective families
- Support the Administrative Center staff with the following administrative duties:
 - Issue purchase orders
 - Order and maintain supplies and maintenance for the office
 - Process and distribute incoming mail and packages
 - Maintain years-of-service list for employees
 - Keep birthday lists up to date
 - Add or remove employees from group email lists

- Produce publications and other communications using professional writing and editing skills
- Maintain accurate and complete records, files, and/or databases appropriate to duties
- 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
- Create an annual calendar for district use
- Enter district dates on master website calendar
- Provide addressed employee birthday cards for Head of School signature
- Assist the Head of School and Advancement with updates in Bloomerang CRM

Professional Requirements

- Bachelor's degree preferred
- Prior experience in a school setting preferred
- Knowledge of office processes and practices
- Working knowledge of Microsoft Word, Excel, Publisher, and Outlook
- Ability to use a variety of applications, including student information software
- Enjoys working in a fast-paced office environment
- Ability to operate pertinent office equipment
- Discretion, good judgment ability, adaptable, and flexible
- Strong organizational and time management skills
- Effective listening and verbal communication skills
- Displays a commitment to abide by a strict code of confidentiality
- Contributes professionally to the school community
- Develops and executes a plan for professional growth
- Displays effective leadership skills
 - Approaches leadership with self-awareness, humility, and empathy and understands how his or her leadership affects others and the school climate
 - Takes initiative, works independently, and holds him- or herself accountable
 - Manages multiple projects with converging deadlines while maintaining a positive, can-do attitude and delegating when necessary
 - Possesses the aptitude for thinking “outside the box” and finding creative and effective means for meeting goals and overcoming

- challenges and obstacles
- Displays the initiative to learn new skills, techniques, and ways to accomplish projects and goals
- Works effectively with others
- Handles difficult situations well with members from all school constituent groups
- Takes direction, receives suggestions, and is open to being challenged
- Communicates effectively with all constituent groups
- Exudes professionalism

Typical Physical Activities

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise		X	
High stress		X	
Interruptions		X	
Standing/Sitting/Walking/ Running		X	
Kneeling/Bending		X	
Reaching over shoulder	X		
Pushing/Pulling		X	
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier		X	
Computer/Printer		X	
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data		X	
Strong Communication (Oral/Written)		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