



Prestonwood Christian Academy

Job Description

Position: **Administrative Assistant to Principal**
Classification: **Salaried, Full Time, Non-exempt**

Reports to: **NC Principal**
Schedule: **12 month position**

Mission: To assist Christian parents by helping equip students to embrace Biblical truths, strive for academic excellence, and model Christ-like leadership to impact their homes, churches, and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

General Duties and Responsibilities:

- Enhance Principal's leadership effectiveness by providing information-management support
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Conserve's principals' time by routing correspondence, drafting letters and documents, collecting and analyzing information, and initiating telecommunications
- Maintains principals' appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Maintains confidential information by professional handling and filing appropriate forms
- Prepares reports by following up on assigned projects
- Maintain accurate student attendance records
- Coordinate facilities usage between church and school
- Provide support for faculty
- Maintain school-wide calendar
- Provides historical reference by developing and utilizing filing and retrieval systems
- Maintains professional and technical knowledge by attending by attending required staff trainingContributes to team effort by accomplishing related results as needed
- Other duties assigned by principal and/or headmaster as needed

Qualifications/Skills:

- Good computer skills and knowledge of Word, Excel, Power Point, Publisher and Outlook
- Organization, multi-tasking, and time management skills
- Professional telephone and office etiquette
- Excellent communication skills
- Flexibility to work on different projects as needed

Physical, Mental and Environmental Requirements:

- Regularly sit, talk, walk, hear, and to visually intercept visitors
- Be able to occasionally lift between 30 – 50 pounds

- Be able to push, pull carts
- Regularly use close and distance vision
- Works at desk and computer screen for extended periods of time
- Turns, bends, reaches and may occasionally use a step stool or ladder
- Works primarily in a traditional climate controlled office environment with occasional outside travel between buildings or on trips