



Prestonwood Christian Academy

Job Description

Position: **Administrative Asst to Asst Head of School / Operations**

Reports to: **(X) Assistant Head of School / Operations**

Classification: **Salaried, Non-exempt**

Schedule: **Full-time, 12 months**

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.

Duties and Responsibilities:

- Enhance Asst Head of School's leadership effectiveness by providing information-management support and coordinating workflow
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Conserve Asst Head of School's time by routing correspondence, drafting letters and documents, collecting and analyzing information and initiating and receiving telecommunications
- Maintains Asst Head of School's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Maintains confidential information by use of professional handling and filing system
- Prepares reports by following up on assigned projects
- Provides historical reference by developing and utilizing filing and retrieval systems
- Provide support to Asst Head of School with budget process
- Assist in developing school calendar and maintaining schedule of all school events
- Provide support to Asst Head of School with committee duties/assignments
- Other duties assigned by Asst Head of School as needed

Qualifications/Skills:

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

Physical, Mental Requirements and Work Environment:

- Regularly sit, talk, walk, hear, and to visually intercept visitors
- Computer work at the computer requiring repetitive finger motion and manual dexterity
- Good vision required (with correction) due to the need for focusing ability and close vision. Color discrimination, peripheral vision and depth perception are also important

- Be able to occasionally lift between 10 – 20 pounds – during the summer primarily
- 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
- Ability to handle moderate stress level as position requires multi-tasking and frequent interruptions
- Works primarily in a traditional climate-controlled office environment with occasional outside travel between buildings