

## **Upper School Administrative Assistant**

The position of the Upper School Administrative Assistant for Summit Christian Academy requires a person who exhibits graciousness and professionalism, and one who can prioritize tasks, multitask, and communicate well. This position provides administrative support to the Upper School Executive Assistant to the Head of School, and Upper School Principal, as well as other school personnel and stakeholders.

The duty of all employees of Summit Christian Academy is to fulfill our mission: To partner with parents to educate and disciple young men and women through a Christian and classical education. All Summit employees share the responsibility and joy in discipling and ministering to our students.

### **Essential Skills:**

- Independence – ability to perform tasks autonomously using sound judgement and decision-making skills.
- Professionalism – act professionally by demonstrating maturity, punctuality, politeness, and a sense of duty.
- Organization – intentional orderliness and follow-through of assigned duties and workspace.
- Time management – punctual and the ability to attend to and complete multiple tasks on time.
- Interpersonal skills – ability to interact with others effectively by expressing appreciation, listening well to resolve disputes and enhance camaraderie to improve working results.
- Written communication – ability to produce clear, concise, and grammatically correct written communication.
- Verbal communication – possess strong verbal communication skills when interacting with students, parents, co-workers and other stakeholders.
- Attention to detail – detail oriented and strives to complete work without errors.
- Technology – ability to learn and use FACTS platform, Microsoft Office (Microsoft Word, PowerPoint, and Excel), as well as Google Workspaces
- Adaptability/Multitasking– willingness to meet needs as they arise, ability to efficiently switch between tasks productively, ability to focus on tasks and handle interruptions and changes to priorities.

**Essential Duties and Responsibilities:**

- **Exemplify the highest level of commitment to Summit Christian Academy**

Pleasant, welcoming, and respectful to all
Participate in training and professional development opportunities
Participate in regular meetings with the upper school office manager to ensure clear communication and expectations for optimal job performance

- **Commitment to the mission and vision of Summit Christian Academy** by adhering to the policies and procedures in the Employee Handbook and the Parent/Student Handbook

Fully acquainted with SCA handbooks
Consistently demonstrate positive support of the school leadership and strive to work for successful implementations of programs that support Summit's mission and vision

- **Perform assigned administrative work**, ensuring adherence to confidentiality and quality standards, deadlines, and proper procedures to promote a professional and healthy culture within the school community.

Follow-through with duties assigned by the Executive Assistant to ensure successful execution of school activities and events
Perform general receptionist responsibilities such as receiving visitors at the front desk by greeting and directing them appropriately – answering, screening, and forwarding incoming phone calls, checking, and responding to voice mail and emails promptly - receiving and distributing daily mail – maintaining guest and student logs
Adhere to school security protocols by following safety procedures for allowing people to enter the school, and participate in conducting safety drills (fire and tornado drills, Emergency Response Plan)
Manage forms. Keep the supply of business forms updated and available.
Compile data and prepare reports and inventory (attendance, school calendar, catered lunch, textbook, and curriculum inventory, etc.)
Prepare and distribute daily teacher memo
Adhere to proper bookkeeping procedures for verifying, documenting, and securing all money received, and preparing deposits when required
Prepare student awards and certificates as requested
Maintain hallway bulletin board in coordination with the Executive Assistant
Manage the preparation and distribution summer mailings
Receive and manage various forms returned to school (start of school required forms, volunteer hours forms, athletic forms, fundraisers, etc.)
Oversee and supervise the catered lunch program. Manage the FACTS on-line lunch ordering system. Generate reports for catered lunch orders, manage lunch

vendor ordering and payment, and manage students with lunch order pick-up, distribution, and clean-up
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- **Provide administrative support to students and parents.**

Oversee students in the hallway and phone use during the school day
Assign student lockers and provide aid when needed
Assess student need for first aid, medications, or dismissal due to illness or injury and follow procedures for contacting guardian and logging information
Oversee snack bar cash distribution and/or deposits
Retrieve students from class when requested by authorized person
Assist students and parents with reasonable requests

- **Provide administrative support to faculty and staff.**

Assist teachers with copies, special projects, and reasonable requests
Verify class attendance records for accuracy and completeness, and update when needed
Assist substitute teachers with needed supplies, schedules, and classroom forms

- **Effectively utilize the FACTS SIS platform** as required for job performance.

Participate in FACTS SIS training to ensure most efficient use of the FACTS platform
Maintain the daily attendance records and prepare reports requested by the principal
Post incident reports to individual student records
Full charge management of FACTS SIS monthly catered lunch data and reports

**Qualifications:**

High School Graduate / bachelor's degree preferred.

Business administration experience preferred.

**Supervisor:**

Report to the Executive Assistant to the Head of School/Upper School Principal