

Executive Assistant to the Head of School/Upper School Principal

The position of the Executive Assistant for Summit Christian Academy requires a confident, composed, and accommodating person who possesses strong organizational and communication skills. This position provides daily, administrative operations, program management, event planning, and special projects support for the Head of School (HOS) and Upper School Principal (US Principal), as well as performing the duties of the school board secretary.

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:

- High Emotional Intelligence – ability to empathize with others, self-aware, foster conflict resolution, and a harmonious work environment.
- 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 – punctuality 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 – capable of using the FACTS SIS platform, Microsoft Office (Microsoft Word, PowerPoint, and Excel), Google Workspaces, and maintaining the shared facilities manager calendar used by SCA and PCC.
- 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 through leadership** by demonstrating responsibility, decision-making competencies, and confidence.

Participate in training and professional development opportunities
Participate in regular meetings with the US Principal and HOS, to ensure clear communication and expectations for optimal job performance
Confidence to suggest and implement workable recommendations regarding administrative issues
Participate in regular meetings with the front desk administrative assistant, providing clear direction, adequate oversight, and training to ensure fidelity of implementation of office duties and other assigned responsibilities
Demonstrates capacity to define and clearly communicate to stakeholders the direction, mission, and goals that SCA is committed to achieving
Provide support to the HOS and US Principal with school operations, development, curricular and co-curricular events, and activities.

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

Fully acquainted with SCA handbooks and able to properly provide answers and guidance to stakeholders
Consistently demonstrate positive support of the school leadership and strive to work for successful implementations of programs that support Summit’s mission and vision

- **Supervise the administrative work of the office**, ensuring adherence to confidentiality and quality standards, deadlines, and proper procedures to promote professionalism and a healthy culture within the school community.

Supervise and manage the administrative assistant responsibilities such as receiving visitors at the front desk by greeting, welcoming, directing them appropriately – answering, screening, and forwarding incoming phone calls - receiving and sorting daily mail – maintaining guest and student logs.
Full charge of performing administrative assistant responsibilities during the summer months
Maintain school security by following safety procedures and protocols, and participate in conducting safety drills (security doors, fire and tornado drills, Emergency Response Plan)

Manage forms, correspondence, and other communication (general office forms, parent communication, faculty leave forms, timesheets, summer mailings, email notifications, catered lunch etc.)
Compile data and prepare reports (attendance, school calendar, catered lunch, etc.)
Coordinate with, and support school personnel and departments in successful implementation and execution of school activities and events (field trips, retreat, special events, school calendar events, catered lunch, Eagle Eye submissions, bulletin board notices, student council, student ribbons and awards, etc.)
Ensure all student and personnel physical files, electronic data, and other forms are orderly, accessible, current, confidential, and properly archived.
Order new Upper School curriculum in coordination with the US Principal.
Manage the purchase of office, clinic, classroom, and curriculum supplies, and maintain and manage an inventory, protective storage, and dissemination of items
Manage adherence to proper bookkeeping procedures and reconciliation for all expenditures, handling money (deposits and receipts) providing all necessary documentation to the business office
Manage and maintain records for office machine maintenance (office copier)
Monitor students in hallways and use of phone

- **Assume managerial ownership of specifically assigned school programs and/or projects (school events)** by implementing timely actions and follow-up necessary to effectuate the school events successfully.

Create and manage a plan of action for each event. (Back to School Night, Parent Conferences, State of School, others as assigned)
Attend the event to address logistical needs as they arise.
After the event, debrief the outcome with the HOS and/or US Principal

- **Provide administrative support to all personnel** by providing timely assistance, information, and by providing clear and accurate communication to uphold school policies and business practices.

Ensure all personnel are kept current on school operations and schedules changes
Assist with special and routine projects and programs which may include handbook revisions, new policy implementations, orientations, open house, State of School meeting
Support the HOS and the US Principal with professional efficiency by completing tasks/duties listed on their office business calendars when capable, and by receiving phone calls and providing answers and directions when able.
Provide clear direction and communication to ensure Summit's standard business practices and policies are understood and followed
Act as school board secretary by taking and transcribing board meeting minutes and assisting HOS in board meeting preparation as needed.

- **Effectively implement the FACTS SIS platform** to streamline the management of student, family, and staff information for a seamless flow of information between school administrators, departments heads, teachers, and parents.

Consistent participation in FACTS SIS training to ensure most effective use of the FACTS platform
Confident in the ability of administrating the FACTS SIS platform with: Admissions, Attendance, Catered Lunch, Communication, Comprehensive reporting, Health information management, Report Cards, Scheduling, Staff information management, Standard based grading, Student behavior tracking, Student and Family information management, Transcripts, Family Portal, System & Security, etc.
Ensure all uploads and reporting required throughout the school year are accurate and timely (gradebook, report cards, attendance, transcripts, student schedules)

- **Provide administrative support to the US Principal for the admissions process and ensure the efficacy of the onboarding of new students and families.**

Setup student information files for Upper School applicants received via FACTS notification. After acceptance, follow checklist to finish the enrollment process with the family to complete enrollment. (Student files formulated from student documents submitted online and/or shared by the Director of Admissions)
Collaborate with Admissions Director and US Principal to facilitate a timely acceptance process
Upon student acceptance, ensure a timely onboarding process, communicating important information and prepare the student and family for school attendance.
Provide withdrawal information, as needed, to the business office, Director of Admissions, and principal

- **Manage current school year student records, class records, and curriculum.**

Maintain the physical and computerized records including class roster, student schedules, gradebook, report cards, and attendance records
Ensure curriculum ordered, inventoried, and distributed as requested by the principal.

- **Ensure timely and proper communication with all stakeholders.** This position serves as the face of Summit to all stakeholders and guests. (Stakeholders include: faculty, administrative staff, parents/families, students, guest, school board members, donors, church staff, etc.)

Always ensure respectful public and private communication. Ensure communication reflects positively and enhances Summit's culture.
Preparation and dissemination of academic records and other reports and documentation (report cards, elective courses, class schedules etc.)
Consolidate and send information for the weekly Eagle Eye publication

Collect and distribute notices for other departments (Athletics, Academic Advisor, Development, Daily Teacher memo, etc.)
Answer and help resolve stakeholder questions regarding policies and procedures, and provide guidance in resolving issues (parent portal access, catered lunch ordering, FACTS enrollment and tuition assistance, Parent/Student Handbook policies etc.)
Interpret and communicate procedures and policies to stakeholders

- **Provide administrative support and care for family and student needs.**

Participate in helping parents understand access to the Parent Portal
Plan and provide guidance and orientation materials for student walkthrough and orientation
Readily available to help student's various needs and inquiries (schedules, locker issues, fundraisers, catered lunch, basic medical needs, tardy slips etc.)
Record and monitor the collection and dissemination of medicine for students
Assist students with schedules, locker assignments, collection of required paperwork (senior forms, driver activity forms etc.)

Qualifications:

- An established and maturing Christian faith that is submitted to a local church as a member/regular attendee.
- A growing understanding of and vision for classical, Christian education.
- High School Graduate/bachelor's degree Preferred.
- Administrative assistant experience preferred.

Personnel:

Supervisory Responsibilities

- Directly supervise administrative assistant