



THE
COR DEO
SCHOOL

Administrative Assistant Job Description

I. Overview

The administrative assistant is responsible for assisting the administrative team with various needs. In general, the administrative assistant will meet and greet visitors, answer telephones, and help with the general day-to-day operations of the school. Though assisting students, teachers, and staff members is occasionally necessary, the administrative assistant's focus will be on supporting the administrative team. The administrative assistant reports directly to the Assistant Head of School.

II. General

- a. Promote school mission and vision to all faculty, parents, students, and external community.
- b. Establish and maintain positive relationships between administration and overall school body.
- c. Regularly and clearly communicate with parents, staff, and students regarding various topics.
- d. Confidentially and directly share concerns or issues with school administration.
- e. Handle all correspondence, confidential matters, and phone calls with propriety and discretion.
- f. Be dependable, punctual, and trustworthy.
- g. Maintain high standards of personal ethics, adhering to the CDS Employee Handbook.
- h. Possess the ability to work as a member of a team.

III. Job Responsibilities

- a. Warmly greet and assist parents, students, and visitors.
- b. Demonstrate a pleasant and courteous telephone manner.
- c. Keep reception area clean, presentable, and free of all clutter.
- d. Organize, file, and maintain student and family records in a secure and appropriate manner.
- e. Assist in the distribution of printed communication including report cards, progress reports, enrollment packets, summer teacher letters, and weekly packet flyers.
- f. Assist with digital communication as directed by administration, including weekly e-news distribution, updating school website and parent portal, and posting school-related information across social media platforms.
- g. Use Sycamore database to track and update current and new family information.
- h. Accept and process event registrations and payments.
- i. Disburse incoming mail to administration, faculty, and staff.
- j. Maintain school resource cabinets/closets and place orders weekly, as needed by teachers and staff.
- k. Collect, organize and purchase annual curriculum, classroom, and student supply orders.
- l. Help administer care to sick or injured students, contacting parents when necessary and acting as a liaison between school and parents. When appropriate, create and manage student accident reports.
- m. Submit all calendar and resource reservations, along with completed event set-up forms, to FPC staff.
- n. Facilitate all needs of copy machines, including fixing machines as needed, training faculty and staff, and contacting repairmen when needed.

IV. Qualifications

- a. A growing personal relationship with Jesus Christ.
- b. Understanding of and appreciation for a Christian liberal arts education (*preferred*).
- c. Excellent communication skills, both written and verbal, and a demonstrated ability to communicate diplomatically under pressure.
- d. Attention to detail and disciplined with priorities.
- e. Able to work independently.
- f. Have a collegial working style and be able to work collaboratively as a member of a team.
- g. An ability to juggle many projects and priorities simultaneously.
- h. Computer skills including proficiency in Microsoft Office programs, with preferred experience in Adobe Creative Suite, social media tools, and Mailchimp.