



# PHOENIX CHRISTIAN PREPARATORY SCHOOL

ESTABLISHED 1949

<b>Title:</b>	<b>Administrative Assistant - Guidance Counseling Office</b>
<b>Reports To:</b>	Head School Guidance Counselor
<b>General Responsibilities:</b>	The School Counselor Administrative Assistant supports the School Counselors by maintaining the day-to-day tasks and operations of the counseling office in order to maintain an efficient, caring, and welcoming office space. The Administrative Assistant will also assist the Counselors to provide comprehensive, developmental programs for all students, which include the coordination of monthly and major events.
<b>Education:</b>	Bachelors Degree
<b>Compensation &amp; Hours:</b>	Part time; 10-month position 25 hours per week Mon-Fri at \$18 per hour. All School holidays and breaks off.

### ***Phoenix Christian Preparatory School Mission***

*Phoenix Christian exists to educate the mind, form the heart,  
and equip the hands of students in a Christ-centered environment.*

### **Required Personal Qualities**

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
- Regularly attends a local, evangelical church, which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.

- Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he should go."
- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meets everyday stress with emotional stability, objectivity, and optimism.
- Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that agrees with any applicable school policy.
- Uses acceptable English in written and oral communication.
- Refuses to use or circulate confidential information inappropriately.
- Appreciates and understands the ethnic and socioeconomic diversity of the Phoenix Christian community.
- Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.

## **Essential Functions, Duties, and Responsibilities**

### **Schedule Appointments**

- Create student pass requests.
- Faculty/Admin requested appointments.
- Schedules student requested appointments.
- Counselor requested appointments.

### **Phone Calls**

- Answer incoming calls & takes messages.
- Directs incoming calls to appropriate counselors.
- Returns uncritical phone calls on behalf of counselors.
- Confirms appointments that have been scheduled with parents and/or students.

### **Filing**

- Creating and maintaining a central filing system.

### **Copying & Editing**

- Parent Night meeting information packets.
- College Prep notebooks (copies and assemblies).
- Course description book.
- Printing certificates for award nights.
- Various uncritical parent emails.
- Creates flyers & communicates to the principal's office.

### **College/Career**

- Creates monthly scholarship post.

- Maintains College Info board in the Counseling Office.
- Creates summer opportunity internship flyers.
- Schedules college visit days.

### Dual Enrollment

- Communicates with CCU regarding deadlines, required information and documents, up-to-date dual enrollment requirements.
- Collect and organize paperwork.
- Collect and organize payment information.

### College Rep Communication & Promotion

- Works with and schedules College Reps coming to campus.
- PC College Fair.

### Help Coordinate Special Events

- Honors Ceremony
- Parent Nights
- FAFSA Workshops
- Fall & Spring Parent/Teacher Conferences
- Parent Workshops
- Career Fair
- Capstone

### Helps Coordinate Testing

- Rostering
- Help Proctor
- Help troubleshoot testing issues as they occur.

### Other duties as assigned by the Head School Guidance Counselor

## LIVING CURRICULUM ESSENTIALS



Understanding  
Patient  
Loving  
Fair  
Compassionate  
Calming  
Forgiving  
Thoughtful  
Personable  
Hospitable



Determined  
Persevere  
Ambitious  
Resourceful  
Hard Worker  
Grit  
Mission Minded  
Invested  
Disciplined  
Dedicated



Visionary  
Innovative  
Wisdom  
Intelligent  
Knowledgeable  
Detailed  
Excellence  
Inspirational  
Confident  
Strategic



Enthusiastic  
Optimistic  
Bold  
Joyful  
Friendly  
Passionate  
Encourager  
Hospitable  
Welcoming  
Respond vs React



Conviction Orientated  
Christ Centered  
Selfless  
Genuine  
Humble  
Sacrificial  
Consistent  
Supportive  
Loyal  
Willing

