



# PHOENIX CHRISTIAN PREPARATORY SCHOOL

ESTABLISHED 1949

## Non-Certified Staff Job Description

**Title:** Administrative Assistant to the Middle School Principal  
& to the High School Principal

**Reports To:** Middle School Principal & High School Principal

### General Responsibilities:

Assist the Middle School Principal and the High School Principal and expedite all tasks assigned.

**Education:** Bachelor's Degree preferred

**Contracted By:** Year-round Ongoing Agreement

**Evaluation:** Annually by Building Principal

### *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.
- Respectfully submits and is loyal to constituted authority.
- Notifies the supervisor/administrator of any policy he/she is unable to support.
- Refuses to use or circulate confidential information inappropriately.
- Appreciates and understands the ethnic and socioeconomic diversity of the Phoenix Christian community.
- Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the public.
- 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.

### **Job Description:**

- Promote flourishing educators and students through cultivating a strong awareness of purpose.
  - Develops and carries out the mission and vision of the school that is thoroughly and distinctively Christian in all respects.
  - Reflects the characteristics of the Living Curriculum Essentials of Caring, Committed, Expertise, Positive, and Servant Leadership.
- Promote flourishing educators and students through cultivation of strong relationships.
  - Is timely and responsive to student and parent questions and concerns.
  - Answers incoming phone calls, record messages and/or transfer calls as needed.
  - Assists principals in communication such as letters, emails and scheduling.
  - Publishes bi-weekly Cougar Highlights Middle School-High School Edition which promotes upcoming events, celebrating accomplishments of students, etc.
  - Set up meetings with parents and students as needed.
  - Assists principals in management of appointment calendar.

- Facilitates New Student Interview process with the admission's office and prospective students.
- Supports the broader program of the school by attending extra-curricular activities when possible.
- Coordinates with and schedules practicum students from local universities.
- Promote flourishing educators and students through best provision of expertise and resources.
  - Cooperates with classroom and administration in implementing all policies, procedures, and directives governing the operation of the school and classroom.
  - Proficiency in Microsoft 365 and other office software such as Canva, student information systems, etc.
  - Assist principals in establishing and maintaining a formal teacher observation system.
  - Administer and manage a system of substitute teachers.
  - Assist in the implementation of community service days.
  - Support in graduation and promotion planning.
  - Knows the procedures for dealing with an emergency issue and mandated reporting.
  - Manage expense report process.
  - Informs the administration, in a timely manner, if unable to fulfill any duty assigned.
  - Utilizes educational opportunities and evaluation processes for professional growth.
  - Other tasks as assigned, including locks and lockers and assisting with registration and parent-teacher conferences.
- Other, as assigned by the Superintendent

## **LIVING CURRICULUM ESSENTIALS**



Understanding  
Patient  
Loving  
Fair  
Compassionate  
Calming  
Forgiving  
Thoughtful  
Personable  
Hospitable



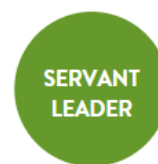
Determined  
Persevere  
Ambitious  
Resourceful  
Hard Worker  
Grit  
Mission Minded  
Invested  
Disciplined  
Dedicated



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