



PHOENIX CHRISTIAN PREPARATORY SCHOOL

Non-Certified Job Description

Title:	Superintendent Administrative Assistant
Reports To:	Superintendent
General Responsibility:	To assist the Superintendent and to expedite all tasks assigned.
Education:	
Contracted By:	Superintendent
Supervises:	
Evaluation:	Superintendent

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."
- Recognizes the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meets every day stress with emotional stability, objectivity, and optimism.
- Respectfully submits and is loyal to constituted authority.
- Notifies the supervisor/administrator of any policy he/she is unable to support.
- Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.

Required Professional Qualities:

- Uses acceptable English in written and oral communication.
- Proficient in use of technology including but not limited to Microsoft Word, Excel, Outlook and student information systems (Renweb).
- Embodies strengths of organization, multitasking, and initiative.
- Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
- Refuses to use or circulate confidential information inappropriately.
- Appreciates and understands the 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.
- Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that is in agreement with any applicable school policy.

Job Description:

- Answer all incoming phone calls, record messages and/or transfer calls as needed.
- Assist superintendent in communication such as letters, emails, and scheduling.
- Assist superintendent in management of appointment calendar.
- Set up meetings with parents and students as needed.
- Support Superintendent in school wide initiatives such as event coordination, scheduling coordination, and communication.
- Support Superintendent in recording of notes for committee, task force, and board meetings.
- Support with execution of school wide events such as Launch, Board of Trustee meetings, Open House, Veterans Day Chapel, State of School Address, or other similar events which may require work outside of irregular hours.
- Other duties as assigned.