

Secondary Executive Assistant

Brentwood Christian School

REPORTS TO: Secondary Principal
CLASSIFICATION: Full-time, Non-Exempt; Year Round

SUMMARY: Provide administrative support to the Secondary Principal and manage the daily operations of the Secondary office.

RESPONSIBILITIES:

- Provide administrative support to the Secondary Principal including maintain calendar, take messages and field questions and calls, create documents as directed
- Provide excellent customer service to visitors, parents, students, faculty and staff
- Assist Secondary Principal with student behavior contracts, maintenance of teacher files and professional development meetings
- Maintain faculty calendars, professional development folders
- Assist with secondary meetings including food purchase and preparation, attendance forms, creating and filing documents
- Coordinate ISS/ISI and Saturday School including communication with parents
- Maintain student records in RenWeb
- Serve as project manager for graduation, student surveys, uniform resale, and student mentor groups
- Maintain office supplies and forms
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

QUALIFICATIONS:

- Must have a High school diploma or GED
- Must have 4+ years of administrative support experience and/or training; preferably in an educational environment. Or 3 years of experience with a Bachelor's degree
- Must be an active member in a Christian church; Church of Christ preferred

SPECIAL KNOWLEDGE /SKILLS:

- Strong customer service related and interpersonal skills
- Effective verbal and written communication skills
- Strong organizational skills
- Proficiency in Microsoft Office Suite and basic office equipment
- Excellent attention to detail and follow through

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 25 pounds
- Must be able to sit for extended periods of time