

Secondary Administrative Assistant

Brentwood Christian School

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

SUMMARY: Support Secondary Principal and Office Manager in managing the daily operations of the Secondary office.

RESPONSIBILITIES:

- Track and report attendance for High School and Middle School students.
- Manage documentation for absences and work with parents/students
- Track and manage detention for behavioral issues and school policy violations including communication with parents
- Coordinate In School Suspension (ISI) and Saturday School including communication with parents
- Manage and coordinate substitute teachers for Secondary faculty
- Organize Homework Time
- Assist the Secondary Principal and Office Manager as needed
- Provide excellent customer service to visitors, parents, students, faculty and staff
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

SPECIAL KNOWLEDGE /SKILLS:

- Ability to communicate with confidence and clarity
- Effective problem solving and decision making skills
- Consistently able to manage multiple priorities
- Strong organizational and time management skills
- Excellent attention to detail and follow through
- Ability to focus on tasks despite multiple interruptions and time restrictions

QUALIFICATIONS:

- Must have a high school diploma or GED
- Must have 2+ years of administrative support experience and/or training
Experience in an educational environment preferred
- Must be an active member in a Christian church; Church of Christ preferred

PHYSICAL REQUIREMENTS:

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