

# High School Executive Assistant

## Brentwood Christian School

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**REPORTS TO:** High School Principal  
**CLASSIFICATION:** Full-time, Non-Exempt; Year Round

**SUMMARY:** Provide administrative support to the High School Principal and manage the daily operations of the High School office.

### **RESPONSIBILITIES:**

- Provide administrative support to the High School Principal including maintaining calendar, taking messages and fielding questions and calls, creating documents as directed
- Provide excellent customer service to visitors, parents, students, faculty and staff
- Assist High School 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
- Maintain student records in FACTS
- Serve as project manager for graduation, student surveys, 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