



LOGANVILLE CHRISTIAN ACADEMY

Administrative Assistant to the US Principal

At LCA our mission is to develop students academically, spiritually, and socially for God's call on their life. As a team member, we strive to support students in each of these areas no matter where we serve.

Core Values:

- We follow Jesus.
- We build relationships.
- We never stop learning.
- We go the extra mile.
- We display integrity.

QUALIFICATIONS

Personal

- Good all-around health
- Gracious, courteous, friendly, likeable
- The ability to communicate well verbally and in written expression
- A servant spirit that can work under authority without pride and self-interest getting in the way
- A spirit of diligence, promptness, and organization
- A good sense of humor
- Flexible

Spiritual

- Loves Jesus and is in pursuit of a deep relationship with Him daily
- Actively involved in a body of believers
- A shepherd spirit in caring for the welfare of those under his/her charge

Professional

- High School Diploma; College Degree Preferred.
- Strong organizational skills required; good manager of time and inventory.
- Ability to multitask and manage stressful situations well.
- Possesses strong computer skills including typing and the ability to successfully utilize both the Microsoft Office and Google Workspace.
- Proven record of working with students with varying needs across various grade levels to help them achieve their academic goals.
- Proven record of establishing and/or administering program(s) and leading others to accomplish common goals.
- Inspires/expects/demonstrates excellence
- Inspires the confidence of parents and engages students
- Exercises wise judgement

- Possesses the ability to conduct difficult/delicate conversations with parents, students, and staff when necessary.

JOB DESCRIPTION

- The Administrative Assistant to the Upper School (US) Principal is responsible for working with the US Principal and other members of the US Leadership Team to support student success at LCA in fulfillment of the school's mission. This role provides direct support to the US Principal as well as support in the areas of substitute teachers, communication, events, data and reports, etc. for the Upper School.

POSITION TERMS

- This position is a 12-month position.

REPORTS TO

- Upper School Principal

RESPONSIBILITIES

- **Direct Support of the US Principal**
 - Maintain the US Principal's calendar including scheduling new family interviews, hiring interviews, meetings with staff, meetings with parents, etc. in a manner that is both efficient and conducive for the nature of the meeting.
 - Oversee and organize the US Principal's various communication accounts including, but not limited to Gmail, Pipefy, etc.
 - Develop and track US Principal Supervision and Evaluation Schedule including observations, post-observation meetings, etc.
 - Support the US Principal with other various events, communications, etc. as needed.
- **Substitute Teachers**
 - Oversee the substitute teacher program for the US.
 - Engage in the hiring process for substitute teachers.
 - Develop and lead the training program for substitute teachers in the US.
 - Manage the scheduling and tracking of substitute teachers for the US, including "day of" scheduling due to unexpected illness and other emergencies.
 - Ensure that substitute teachers have access to emergency plans, class rosters, etc.
- **Data and Reports**
 - Run weekly reports, organize data, and share information with all relevant parties and/or departments for student attendance, academic progress, course data, and more.
 - Maintain information in FACTS including attendance, academic records, transcripts, test records, etc.
 - File various student and staff documents as needed.
- **Communication**
 - Answer telephones; Transmit messages to students and/or staff in a timely manner.

- Attend US faculty meetings, as well as US Leadership Team meetings; Take thorough notes and share with the US Principal for approval before sending them to all relevant parties.
- Update regular US communication including, but not limited to the US Teacher Newsletter (weekly), the US Family Newsletter (bi-weekly), Paw Prints (weekly), etc.
- Update and publish student supply list by grade level.
- Respond to general inquiries, parents, and other stakeholders in a professional and timely manner.
- **Events**
 - Oversee the organization of US events including entering planning and scheduling information in Pipefy, communicating with other departments, etc. to ensure a successful event.
 - Oversee the organization of US field trips including scheduling, transportation, purchasing, etc.
 - Create invitations, agendas, programs, and certificates for all US events and related programs (i.e. New Teacher Induction, The High School Awards Ceremony, Middle School Awards Ceremony, Curriculum Night, US parent meetings, etc.).
- **Other**
 - Assist the US Assistant Principal with planning, scheduling, and implementation of emergency plans and drills including the preparation of all emergency plans and documents.
 - Manage student applications, forms, etc. for driving permits and insurance, homecoming events and prom, leadership opportunities, etc.
 - Order and distribute supplies, resources, etc. as needed.
 - Assign lockers to MS and HS students.
 - Track and oversee the certification of US teachers.
 - Fulfill other duties as assigned.