



## MARYVILLE CHRISTIAN SCHOOL

### Job Description

Job Title: Executive Assistant

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This position will report to the Head of School. Job duties will consist of managing and maintaining daily office operations, as well as assisting the Head of School.

#### Qualifications

- Have at least an associate's degree; a bachelor's degree is preferred.
- Have 5-8 years of related experience.
- Be a Christian who is growing in his/her relationship to Christ.
- Adhere to the Statement of Faith and the Biblical Lifestyle Statement of Maryville Christian School.
- Maintain active membership in an evangelical church. Continually seek ways to further his/her spiritual growth through regular church attendance, Bible studies, etc.
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism.
- Have a passion for serving God and pray regularly for students, parents, and staff.
- Able to communicate effectively, both orally and in writing.
- Respectfully submit to and be loyal to constituted authority.

#### Specific Responsibilities

- Maintains a strict level of confidentiality regarding employees, students, and families.
- Oversees office staff.
- Ensures effective and timely communication among non-faculty employees.
- Ensures the front office runs smoothly and employees have everything they need to be effective in their role.
- Backs up the front office when needed (answering phones, assisting visitors, walking students, etc.)
- Maintains background checks on all employees, coaches, volunteers, and substitutes.
- Processes volunteer driver applications, ensuring that all documentation is received.
- Maintains job descriptions and posts job openings on appropriate sites.
- Monitors employment applications.
- Prepares, maintains, and secures employee contracts and records.
- Assists the Director of Academics with teacher certification status and CEU credits.
- Maintains official school documents including Employee Handbook, Student-Parent Handbook, Board Policy Manual, ACSI documents, etc.
- Maintains all student records (current and former) and processes requests for records.

- Works with the Head of School to create the school's academic calendar for board approval.
- Maintains in-school Google calendar, FACTS Family Portal calendar, and school website calendar.
- Prepares annual and ongoing reports for ACSI, the State of Tennessee, and local education agencies.
- Assists in accreditation preparation.
- Schedules appointments for the Head of School as needed.
- Maintains substitute teacher records.
- Maintains employee absences in substitute software, FACTS, and Google substitute calendar.
- Schedules and executes emergency drills in coordination with administrative team members. Maintains drill records for the state.
- Communicates school delays and closures to employees and school families via FACTS Parent Alert. Schedules announcements of delays and closures with local news media.
- Transcribes and maintains board meeting minutes and posts redacted minutes on FACTS Family Portal.
- Participates in weekly administrative meetings and other meetings as required by the Head of School.
- Plans and coordinates events as needed.
- Assists the Head of School with other tasks as assigned.