

POSITION: ADMINISTRATIVE ASSISTANT HEAD OF UPPER SCHOOL

Purpose of Position:

This position fulfills the mission of Rockford Christian by providing organizational support for administrators and employees that ensures successful mission delivery of academic excellence and spiritual formation in the classroom. The support roles are vital for overall school health and well-being.

Position:

- Full Time
- Calendar Year
- Salaried / At-will
- Full Time Benefit Eligible

Reports To: Head of Upper School
Evaluated By: Head of Upper School
Direct Reports: None

Qualifications:

- High school diploma; additional qualifications as an administrative assistant or secretary preferred.
- Relevant experience as an administrative assistant or office manager..
- Knowledge of office management systems and procedures.
- Proficiency in MS Office (Word, Excel, PowerPoint) or the Google equivalents.
- Excellent time management skills and ability to prioritize work.
- Attention to detail and problem solving skills.
- Excellent written and verbal communication.
- Strong organizational skills with ability to multitask.
- In agreement with the Rockford Christian School (RC) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in his/her relationship with Jesus Christ.

Professional Profile:

- Committed to the mission of RC - *to cultivate biblically minded students who serve God to their greatest potential and impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem solving skills.
- Demonstrates consistent spiritual leadership.
- Demonstrates effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Exhibits initiative for working with minimal direct supervision.

Responsibilities:

- Provide leadership for the Upper School office; maintain a clean and orderly environment.
- Oversee time off requests for faculty and staff; follow HR procedures in obtaining necessary approvals and signatures.
- Assist other administrative assistants with office coverage, phone calls, security, and general support for students, families, employees, and visitors.
- Maintain the Head of Upper School's calendar to arrange meetings, appointments, and provide reminders.

- Assist the Head of Upper School with writing and distributing email, memos, letters, etc. (i.e. Upper School newsletter, Week at a Glance; faculty evaluations, faculty meetings).
- Assist the Head of Upper School with tracking faculty data such as ACSI certifications, licenses, evaluation cycles, etc.
- Oversee daily attendance procedures for the Upper School campus; reconcile attendance by 9:00 am; provide timely reports to Head of Upper School and Dean.
- Assist the Head of Upper School in managing the annual budget; submit and reconcile expense reports, including receipts for all purchases.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a department filing system.
- Update and maintain Upper School student handbook policies and procedures.
- Order and distribute office supplies, curriculum, and other materials necessary for teaching and learning.
- Maintain contact lists.
- Coordinate Title II monies for Upper School.
- Act as the point of contact for faculty and parents.
- Liaise with other administrative assistants to handle requests from the Executive Team.
- Book travel arrangements for the Head of Upper School.
- All other duties as assigned.