



## K-12 Flagstaff Christian School

### Administrative Assistant

- TITLE:** Administrative Assistant, Full-Time South Campus
- JOB SUMMARY:** To assure the smooth and efficient operation of the FCS office so that the maximum positive impact in the education of children can be realized. Perform secretarial duties in a pleasant and efficient manner and maintains accurate student records.
- QUALIFICATIONS:**
1. Personal relationship with Christ and demonstrates Spiritual Leadership as outlined below.
  2. Regular attendance at a Bible-believing church.
  3. High School Diploma plus post-secondary educational experience or training
  4. Ability to operate standard office machines, computer, copier, etc.
  5. Knowledge of efficient office procedures, word processing and computers
  6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
  7. Willing to complete ACSI certifications if required by ACSI.
  8. Will pass a criminal background check.
- REPORTS TO:** K-6 Principal
- SUPERVISES:** N/A
- TERMS OF EMPLOYMENT:** 10-month term. No school Fridays, teachers vacation\* from Nov 27, 2025- January 4, 2026 (\*must complete lesson plans and curriculum, but that is on your own time). School begins August 4, teachers report July 28, 2025.
- EVALUATION:** Job performance will be evaluated through a 2-month review, formal and informal evaluations, and performance of goals.
- SALARY:** \$18/hr, 4-day weeks, Christmas vacation. Salary schedule commensurate with experience, skills, training, and education. Medical benefits potentially starting Fall 2025 with full-time

positions. Dental, vision, and life insurance offered for full-time positions.

## **Job Responsibilities:**

### **1. Spiritual Leadership**

- a. Provides spiritual leadership with Christ-like actions, attitudes, and all communications in keeping with the scriptural principles with all members of the FCS community.
- b. Commitment to a vibrant walk with Christ including regular spiritual disciplines of prayer, Bible reading, church attendance, devotion attendance, and accountability.
- c. Commitment to continual and ongoing personal and professional growth, modeling teachability, and lifelong learning to our community.
- d. Faculty and staff are expected to uphold the FCS Doctrinal Statement and Position on Critical Issues. We are to promote the unity of believers and avoid denominational issues.

### **2. Team Member**

- a. Demonstrates respect for each individual student, faculty, and staff member and facilitates opportunities for development of spiritual and academic growth from a Christ centered Biblical worldview.
- b. Promptly complete student referrals to appropriate personnel when needed.
- c. Organize the physical environment in a tidy, clean, joyful manner to encourage and maximize organizational culture.
- d. Take necessary and responsible precautions to protect students, equipment, and facilities.
- e. Develop an appreciation of and respect for the role and individuality of parents and partner with parents in their child's education.
- f. Develop and implement a plan for continued professional development.
- g. Shows evidence of an ongoing self-evaluation plan which provides ongoing feedback for continued development.
- h. Maintain accurate, complete and correct student records as required by law, school policy and administrative regulations.
- i. Maintain all attendance and achievement records in approved, proper, and up-to-date form.
- j. Understand and be able to implement all building emergency procedures.
- k. Perform additional duties as requested.

### **3. Communication**

- a. Collects and sends school communications such as the Warrior News.
- b. Completes weekly school newsletter on time in an inviting format, includes pictures, and identifies areas of academics the class is pursuing.
- c. Answer telephone and route routine calls to staff as appropriate
- d. Ability to communicate with others in a clear and precise manner and work cooperatively and tactfully with students, staff and public
- e. Maintain confidentiality of records
- f. Work with other Administrative Assistants to spread tasks and work as a team.

#### **4. K-12 Student Discipline**

- a. Works closely with other teachers and playground monitors to enforce school discipline policies.

#### **5. Student Records**

- a. Ensure all student records are kept current and accurate
- b. Verify and publish progress reports and report cards as needed
- c. Maintain student cumulative files as well as electronic student, teacher, and course records
- d. Fulfill student records requests from other schools and/or agencies in a timely manner
- e. Assist with updating immunization schedule
- f. Update emergency contact information in student reporting systems
- g. Accurately maintains all student enrollment, withdrawal and other student records

#### **6. Office duties**

- a. Front desk duties: Answering phones, greeting visitors, helping parents and students who come into the office.
- b. Clerical work: Filing, typing, copying, scanning, processing mail, and managing paperwork.
- c. Scheduling: Setting up meetings for teachers and administrators, helping organize school events, managing calendars.
- d. Communication: Sending out school-wide emails, letters, newsletters, or announcements.
- e. Performs daily computer operations: student records, attendance, word processing, E-mail, calendars, etc.
- f. Record keeping: Maintaining student records, attendance records, health information, absence reports, and sometimes financial documents.
- g. Supporting staff and students: Helping teachers with classroom supplies, distributing mail, or arranging for substitute teachers.
- h. Enforcing policies: Making sure visitors sign in, checking that procedures are followed for student pickup, emergencies, direct visitors to the appropriate places, etc.
- i. Medical: Perform logging and handing out medicine as advised, Assists with minor playground/classroom injuries.
- j. Prepare student reports, confidential reports, and FACTS reporting as registrar.
- k. Keep all information regarding students and faculty in strict confidence.
- l. Maintain log of volunteer hours.