



## Administrative Assistant Job Description

**Job Type:** Negotiable; Part-time or Full-time    **Schedule:** Flexible; 12 months    **Reports to:** Principal, Director

### Position Summary

The Administrative Assistant supports the Director in the daily management and efficient operation of Cornerstone Christian Academy. This individual serves as a key point of contact for students, families, staff, and community members and helps advance the school's mission through professional, organized, and Christ-centered service.

### Spiritual Qualifications

- Demonstrates a wholehearted commitment to Jesus Christ and a consistent daily walk with Him
- Models Christlike attitudes, speech, and actions in personal and professional life
- Actively involved in a local evangelical church
- Fully affirms and supports the school's Statement of Faith, Core Values, Mission, and Vision
- Commits to regularly praying for the school community and activities

### Personal Qualifications

- Exhibits integrity, discretion, and spiritual maturity
- Demonstrates teachability, dependability, initiative, and adaptability
- Approachable, friendly, and warm; treats others with love and respect
- Missional mindset, servant's heart, and teamwork mentality
- Lifelong learner, always seeking to learn new skills and knowledge
- Strong professionalism and excellent interpersonal skills

### Professional Qualifications

- Bachelor's degree preferred (or equivalent experience in administrative support)
- Minimum of two years of administrative or office experience
- Excellent verbal and written communication skills
- Strong organizational and multitasking abilities
- Proficient in Microsoft Office (Word, Excel, Powerpoint) and general office technology

### Responsibilities

#### 1. Office Management

- a. Maintain an organized, clean, welcoming, and professional office environment
- b. Oversee filing systems, mail processing, sign-in/out procedures, and general office operations
- c. Maintain student files, records, and daily attendance tracking
- d. Maintain basic student health records, track office visits for illness or injury, and document medication administration according to school policy.
- e. Manage confidential records appropriately
- f. Track office and classroom supply needs, and assist with ordering

**2. Communication and Coordination**

- a. Serve as the first point of contact for walk-in visitors, phone calls, and information requests
- b. Provide friendly and professional support to parents by answering questions, resolving routine concerns, and directing matters to the appropriate teacher or administrator when needed.
- c. Maintain and update the master school calendar
- d. Coordinate chapel scheduling and send reminders
- e. Track correspondence and maintain positive relationships with volunteers, families, donors, churches, and businesses
- f. Assist with preparing and distributing school communications including newsletters, announcements, reminders, and family notices.

**3. Admissions and Community Engagement**

- a. Assist with admissions activities, such as open houses, tours, and information requests
- b. Assist with fundraising events and school functions
- c. Represent the school at events and community functions as requested

**4. Administrative Support**

- a. Receive and assist students who come to the office for behavioral or health concerns
- b. Provide occasional classroom support, substitute teaching, or other duties as needed
- c. Assist the Director with event planning, drafting forms, scheduling, and special projects
- d. Participate in meetings, devotions, professional development days, and school activities
- e. Follow and support all school policies and procedures
- f. Perform additional duties as assigned to support the mission and operation of the school

This job description is intended to outline the general responsibilities of the position and may be adjusted as needed to support the mission and operations of Cornerstone Christian Academy.

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Administrative Assistant

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Director

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