

Administrative Assistant Job Description

Full-time/Part-time

Categories:

Assistant, Curriculum, Human Resources, Public Affairs/Relations

Job Description:

Veritas Christian Academy is seeking a Full/Part-time Administrative Assistant to join its growing team. The successful candidate will be able to generate, edit and maintain documentation including agendas, newsletters, emails, handbooks, and schedules. The job also requires the capability to learn various computer systems and platforms to maintain databases and generate documentation. In addition, the applicant should demonstrate adaptability, flexibility, creativity, organization, close attention to detail, and communication, as well as handle general office tasks such as directing communications, organizing schedules and events, and entering data.

Specific Responsibilities

- Keeps Minutes at staff meetings, puts into a shared drive and shares it to all parties
- Helps prepare and mail out newsletters - staff and family
- Helps Principal with routine communication to families and staff
- Files information - electronically and physically so it can be easily accessed.
- Prepares/updates school documentation such as staff, parent, student handbooks, and teacher information binders
- Knows VCA policies and procedures/ assists with day-to-day operations.
- Assists with event preparation - setup & documentation for all school functions
 - Fall training, Curriculum Night, Fall Festival, Musicals, Parent Teacher Conferences, Multicultural Festival, Ice Skating, Re-enrollment Parent events
- Assist with outside event registration
 - Professional Development, ACSI events, Math Olympics, Writing Festival, National Latin Exam, National Spanish Exam
- Schedules meetings for student IEP classroom observations, maintains IEP files, distributes questionnaires to the proper teachers as part of the testing process.
- Performs other duties and responsibilities as assigned by Principal and Vice Principal

Additional Requirements:

Veritas Christian Academy is a vibrant, award-winning, and academically-rigorous school serving students in Kindergarten-Grade 8. We are seeking an office administrative assistant who is passionate about their area of expertise and their Savior. We have built a joyful school where learning is fun and relationships are authentic. Any interested candidate must agree with the VCA statement of faith (posted on the Veritas website at veritasma.org.)

Grade level

Elementary, Primary, Intermediate, Middle

Employment Start Date

August 22, /2022