

Bradenton Christian School

Job Description

Job Title: High School Administrative Assistant
Reports to: High School School Principal
Division: Staff

General Purpose: The Bradenton Christian School High School Administrative Assistant will faithfully support Bradenton Christian School's mission statement to prepare the hearts and minds of God's covenantal children in partnership with the home and church for service in God's world. The primary role for the high school administrative assistant is to support the high school principal with administrative tasks. The Admin Assistant is also available for assisting the high school counselor in doing clerical work. Along with secretarial skills, the admin assistant must show a sense of caring, as well as foster a professionally excellent school image. A respect for confidentiality, sensitivity of a wide variety of situations, and a keen consideration for the needs and effectiveness of the administration must be primary.

The High School Secretary will:

- Monitor dress code: handle all aspects of dress code and inform parents of violations
- Record and track student absences and tardies and give detention(s) for tardies as required.
- Inform parents & students of detentions; coordinate parent charges for detention; coordinate dates and monitors. Inform principal should student exceed detention limits.
- Assist new parents explaining procedures on ordering textbooks, dress code
- Coordinate locker assignments w/students. Work with maintenance to repair stuck/broken lockers
- Assist teachers with processes for field trips and transportation
- Work with teachers and the purchasing assistant for new curriculum, order sample copies, etc. to order books and educational products.
Act as a liaison between teachers, parents and students for Principal.
- Handle all parent requests regarding late students, absent students, students leaving early, ride arrangements, etc. in coordination with the High School Front Office Receptionist.
- Coordinate and schedule Cubby Buddy events
- Coordinate and assist with Interim
- Coordinate and order diplomas, cap & gowns, invitations and senior pictures for graduation.
- Monitor all supplies and miscellaneous items as needed by faculty and the high school office and work with purchasing to supplement as needed.
- Assist faculty, fostering a mutual appreciation and rapport between faculty and the high school principal.
- Keep all student files current, including cum files, student health records, transcripts, report cards, progress reports, and other pertinent papers.
- Schedule and coordinate senior photographs, communicating dates and times w/parents.
- Type, file and help in the general office functions as needed by the high school principal.
- Maintain bi-weekly detention lists. Communicate detention dates to parents and students as well as communication to the high school principal.

- Mail transcripts for students transferring from BCS to new school. Assist guidance counselor during the summer to mail transcript requests to colleges.
- Collect and communicate weekly announcements