



CENTRAL VALLEY CHRISTIAN SCHOOLS

Position Title	Administrative Assistant
Department	Middle School
Employment Type	Full-Time, Hourly, Year-Round Schedule
Reports to	Middle School Principal
Responsibility Summary	The Middle School Administrative Assistant is responsible for supporting the daily operations of a busy, Christ-centered middle school campus through efficient organization, attendance management, parent and staff communications, and multitasking diverse administrative duties. This role works closely with the Principal to ensure smooth functioning of campus activities while modeling a Christ-like demeanor characterized by kindness, professionalism, and grace.
Key Tasks	<ul style="list-style-type: none"> ● Manage student attendance records accurately and in compliance with school policies. ● Serve as a welcoming point of contact for parents, staff, and visitors, providing courteous and timely communication. ● Coordinate general campus communications, including emails, phone calls, and announcements. ● Assist the Principal with scheduling, event coordination, and other administrative tasks as needed. ● Maintain organized filing systems and support recordkeeping for middle school operations. ● Help cultivate a warm, positive campus culture through supportive interactions with students, families, and staff. ● Handle multiple tasks simultaneously while maintaining accuracy and professionalism in a fast-paced environment. ● Uphold school policies, safety procedures, and the mission and values of Central Valley Christian Schools.
Skills and Attributes	<p>Administrative & Organizational Skills</p> <ul style="list-style-type: none"> ● Organization – Strong ability to manage multiple responsibilities, keep detailed records, and maintain orderly systems. ● Communication – Clear, courteous, and effective communication with parents, staff, and students. ● Multitasking – Skill at juggling various tasks and priorities efficiently without compromising quality. ● Technology Proficiency – Comfortable using office software, student information systems, and communication tools. <p>Christian Faith & Character</p> <ul style="list-style-type: none"> ● Servant Leadership – Demonstrate Christ-like humility, kindness, and care in all interactions. ● Moral Integrity – Exhibit honesty, reliability, and consistent ethical behavior. ● Faith Encouragement – Support and model a Christ-centered school environment through attitude and example.

	<p>Interpersonal & Professional Attributes</p> <ul style="list-style-type: none"> ● Relationship Building – Develop positive rapport with students, parents, and staff. ● Professionalism – Maintain confidentiality, discretion, and a respectful attitude. ● Collaboration – Work cooperatively as part of the school team. ● Adaptability – Flexible and resourceful in handling changing demands and situations.
<p>Professional Qualifications, Experience, and Requirements</p>	<ul style="list-style-type: none"> ● AA degree or higher preferred. ● Administrative assistant or office experience preferred but not required. ● Strong organizational, communication, and multitasking skills. ● Commitment to integrating faith and learning in all aspects of instruction. ● Agreement with CVC's Mission Statement and Constitution Articles. ● Ability to meet all health, safety, and background clearance requirements per state and school regulations.