



Job Description: Executive Assistant & HR Coordinator

"Discipling young people to make a difference in their world"

Job Classification: Staff
Provisional Period: Yearly contract based on annual evaluation
Department: Central Services
Assignment Category: Full-Time
Job Description Summary:

The DCS Head of Schools' Executive Assistant is responsible for attending to the needs of the Head of Schools and supporting the Board of Trustees, as Human Resources Coordinator, he/she is responsible for the hiring process, policy review/drafting, and for representing the school in a friendly, professional manner.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as an administrative member of DCS.

Specific Responsibilities:

Executive Support to the Head of Schools:

- Manage correspondence, calendar, meeting schedules, and clerical support
- Prepare meeting materials and take minutes during confidential meetings, as requested
- Draft and ghostwrite communications, as needed
- Assist in creating and distributing school surveys
- Attend weekly Central Leadership Team (CLT) meetings; take notes and update shared Google meeting minutes document
- Maintain and update the Schoolwide Calendar that syncs to the website
- Update Head of Schools wall photos in the reception area
- Assist with coordination of Veteran's Day events
- Assist with Pastor Appreciation Brunch
- Coordinate food and facilities for employee orientations.
- In collaboration with the Head of Schools, create schedules for back-to-school and new employee orientations
- Prepare meeting materials, as needed
- Track PTO/Days off for Central Services employees
- In coordination with the IT Director:
 - Maintain and annually update the employee phone extension list.
 - Record and provide main telephone voicemail greetings (hours of operation, school breaks, etc.)
- Review and oversee employee travel for conferences and school visits
- Assist Head of Schools with scheduling and preparing annual performance reviews for Central Services staff
- Grant security rights to employees in FACTS as requested by supervisors
- Any other duties as assigned by the Head of Schools

ACSI Support:

- Support school compliance and reporting with Association of Christian Schools International (ACSI)
- Register staff for conferences
- Update the school's ACSI account annually (employee information, school data, enrollment numbers)
- Provide ACSI certification status reports to the High School Librarian responsible for tracking and supporting staff certification compliance.
- Assist in preparing and submitting the ACSI Annual Report:
 - Update annual ACSI certification spreadsheet
 - Complete and submit the online Annual Report

Board of Trustees Support:

- Coordinate monthly Board meals with parent volunteers through Sign-Up Genius
- Ensure board meeting dates are on the internal and external Schoolwide Google calendars
- Prepare and set up the Board meeting room for meetings, ensuring cleanliness and providing meal supplies, PRAE forms, and thank-you cards for completion
- Coordinate the Annual Parent Association Meeting with Board president, including program and ballot preparation
- Order nametags for new Board members and ensure availability for school events (e.g., Fall Fundraiser, Annual Parent Association Meeting)
- Update Board Policies and Bylaws as needed and publish them to the Resources page on FACTS Family Portal
- Post Board Meeting Minutes, as provided by the Board Secretary, to the Resources page on FACTS Family Portal
- Assist Board members as needed

Human Resources Coordinator:**Hiring & Onboarding:**

- Oversee all facets of the hiring protocol:
 - Email internal and external job notifications to the DCS community
 - Post positions on the school Careers webpage and external job boards (e.g., ACSI, CSI, Handshake, GCU)
 - Respond to applicant inquiries
 - Create and maintain digital application files and application status spreadsheets
 - Forward qualified candidates to administrators
 - Forward qualified substitute candidates to sub coordinators
 - Ensure timely administrator/sub coordinator follow-up
 - Close out candidate files appropriately (e.g., send notifications to non-selected applicants)
- Input new employees into FACTS upon receipt of signed contracts
- Order business cards and nametags for new Central Services staff as needed
- Ensure updates are made to the Careers page on the school website

Compliance & Employee Records:

- Maintain confidential personnel and incident report files
- Distribute the annual emergency contact and health information form, and update employee records in FACTS with new or revised information
- Scan and organize all employee, coach, and substitute paper documents into their respective digital personnel files
- Assist Bookkeeping Assistant with filing paper documents in personnel files
- Maintain and monitor the employee, coach, and substitute fingerprint log; provide fingerprinting

instructions and notify individuals of upcoming expirations and required renewals

- Ensure all employees and coaches complete mandated reporter and bloodborne pathogen training; maintain digital and physical documentation in personnel files
- Manage the DCS branded AccuEd Connect site for bloodborne pathogen training
- Distribute the Annual Non-Binding Statement of Intent form in collaboration with the Head of Schools
- Ensure the Employee Manual is properly posted after updates by the Head of Schools and Academic Leadership Team (ALT)
- Collaborate with administrators to ensure job descriptions and evaluation forms are consistently branded, updated, and accessible.

Administrators Support:

- Ensure the Family/Student Handbook and Preschool Handbook are posted to the appropriate Google Drive and FACTS after Academic Leadership Team updates

Performance Standards/Skills:

- Organized and efficient multitasker
- High-level of productivity
- Strong interpersonal and communication skills
- Analytical attention to detail
- Collaborator that knows the whole is greater than the sum of its parts
- Servant attitude
- Proficient at Google and Microsoft office suites
- Trustworthy with confidential information
- Pleasant persona for community interactions
- Able to interact with various personality types
- Able to navigate high pressure situations
- Proficient in basic computer skills for Word, Excel, Publisher, FACTS (formerly RenWeb)
- Able to utilize keyboard-driven equipment such as computers, calculators, etc.
- Able to operate office equipment such as fax machine, intercom, copy machines, etc.
- Able to operate multiplex phone system 1
- Requires manual dexterity – able to open/close safety doors, operate light switches, door locks & file cabinet drawers
- Writes clearly with all conventional writing tools
- Vision and hearing in normal range (with or without correction)
- Able to access all school areas without difficulty
- Able to lift objects weighing up to 20 pounds (boxes of paper, school equipment)
- Completes individual assignments in a timely manner

Job Factors

- **Minimum education level required:** Head of Schools' discretion
- **Minimum experience level required:** Head of Schools' discretion
- **Reports to:** Head of Schools
- **External contacts:** Faculty/staff, BOT, parents, community