



Beaver County Christian School is looking for a dynamic, collaborative, full-time **Administrative Assistant to the K-8 Principal** called to Christian Education. We are seeking a candidate with the proven ability to show hospitality to guests, serve parents and care for students while modeling Christ with every interaction. This position includes collaboratively working with teachers, office staff, and the building principal to support the daily operations of the school.

BCCS incorporates a Christian world and life view in an environment that stresses compassion and responsibility. Our goal is to raise students who are "Biblically grounded for life". For more about our school, please visit our [website](#).

If you are called to ministry through education; if you love young people; and if you are willing to take risks for students/families; we invite you to apply to join our fun and creative community. To apply for this position, please follow the link to our website to access the teacher [application](#).

BEAVER COUNTY CHRISTIAN SCHOOL

Administrative Assistant to the K-8 Principal, Job Description

REPORTS TO: K-8 Building Principal

STATUS: Full-time: June 2025 -June 2026 (Out of office in July)

Essential Functions

- Serve as administrative assistant to the K-8th grade principal by arranging appointments, taking calls, answering inquiries, and composing routine correspondence and memoranda.
- Compile data for the purpose of preparing reports or processing requests
- Compile and extract data from a variety of sources (e.g. student information system, online enrollment system, work requests, personnel records, sports schedules, bus routes, donor reports) for the purpose of complying with financial, legal, and/or administrative requirements
- Maintain ordering information for the K-8 curriculum.
- Prepare requisitions for supplies and equipment, field trips, and other work orders
- Operate, maintain, and troubleshoot duplicating equipment & laminator and keep supplies in stock.
- Compose a wide variety of documents (e.g. correspondence, agendas, bulletins, reports, handbooks) for the purpose of communicating information to school and personnel, the public, and government offices
- Create the master schedule for Fall Parent Teacher Conferences
- Assist the K-8 Principal with updating a variety of manual and electronic documents, files and records (e.g. student attendance, facility use, time sheets, work orders, notification logs) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements
- Monitor/supervise students referred to the office for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment
- Collect, input, and manage various orders throughout the school year, including summer state orders.



- Process or delegate a variety of documents and materials (e.g. travel reimbursements, data corrections, status changes, absence verifications) for the purpose of disseminating information in compliance with established administrative guidelines
- Research assigned topics (e.g. attendance records, athletic policies, education codes) for the purpose of providing information/data for addressing department operations
- Respond to inquiries from a variety of internal and external parties (e.g. staff, other schools, government agencies, the general public, prospective families, and students) for the purpose of providing information, facilitating communications among parties and/or providing direction
- Schedule activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage) for the purpose of making necessary arrangements for administration
- Work with the director of admissions to collect and file admissions documents to complete new student enrollment and communicate with new families until enrollment is complete.
- Coordinate a variety of programs and/or activities (site in-service day activities, room usage) for the purpose of ensuring the availability of facilities and/or equipment and delivering services in conformance with established guidelines
- Administer first aid and prescription medications to students as required due to the unavailability of a nurse for the purpose of meeting immediate health care needs within established guidelines
- Generate and share school supplies list with K-8 families yearly
- Secure substitute teachers
- Support administrative personnel for the purpose of providing assistance with administrative functions
- Collect, review, and prepare hourly timesheets for administrative approval
- Collect, count, and turn in petty cash for various fundraisers or school events
- Track and communicate transportation information for students daily
- Update dismissal staffing, procedures, and carline numbers for families yearly
- May supervise a receptionist in the performance of similar or related work
- Ongoing problem-solving throughout each day

Secondary Functions

- Answer inbound office phone calls
- Screen and admit guests with doorbell technology
- Supervise student and guest sign-in and sign-out
- Communicate with parents throughout the day
- Sort mail/orders, unpack, and deliver items on campus
- Assist with collecting field trip forms and documents
- Review daily student attendance on FACTS
- Stock/ organize work rooms and teacher's lounge
- Support school nurse with paperwork
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the school
- Present information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and or volunteers



Required Personal Qualities

- Have received Jesus Christ as his or her personal Savior
- Believe that the Bible is God's Word and standard for faith and daily living
- Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education
- Be a Christian role model in attitude, speech, and actions toward others
- Be a member in good standing at a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith

Job Requirements:

Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

Knowledge is required to perform basic math, including calculations using fractions and percents; read a variety of manuals, write documents following prescribed formats; and/or present information to others, and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; business telephone, and office etiquette.

Essential abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining discretion and confidentiality; meeting deadlines and schedules; working with frequent interruptions; being organized; setting priorities; and establishing and maintaining effective working relationships.

Responsibilities include: working under limited supervision following standardized practices and/or methods; guiding, and/or coordinating with others.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing.

Experience - Job-related experience is desired.

Education - High School diploma or equivalent