

Job Title:	Middle School Administrative Assistant
Department:	Middle School
Supervisor:	Middle School Principal
Job Type:	10-Month Support Staff, hourly
Employment Classification:	Non-Exempt
Supervisory Role:	No

Job Summary

The Dayton Christian Middle School (MS) Administrative Assistant will assist the Dayton Christian MS Principal with the day-to-day responsibilities of DCMS.

The MS Administrative Assistant will manage the substitute teacher list, student lists, and various office tasks. Knowledge of Excel and other common software programs is needed to manage essential lists. Excellent communication skills are necessary to answer phones, schedule appointments, and build a good rapport with students and their families.

Essential Job Functions

- Provides support for Principal, parents and students as needed.
- Schedules subs for teachers and aides. Adds scheduled subs to the HR Substitute Excel spreadsheet. Assist subs with printing and other items as needed.
- Schedules new family interviews throughout the year.
- Maintains Student Permanent Records.
- Produces Need to Know and Looking Ahead Calendar weekly.
- Maintains recess equipment and cart.
- Maintains MS calendar of events.
- Orders classroom, office and paper supplies as needed.
- Answers phones, takes messages in the MS office and help respond to parent messages.
- Helps support teachers as daily issues arise.
- Manages monies, deposits, receipts, invoices and petty cash.
- Manages teacher workroom to ensure cleanliness and ensures all keys, drawers, windows, and doors are locked before leaving.
- Handles DC Connect and daily afternoon announcements.
- Assists with the principal newsletter distributed through Constant Contact.

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| <ul style="list-style-type: none">• Communicates as needed with other departments in DCS on behalf of the MS Principal.• Other duties as assigned. |
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Core Competencies

- **Adaptability & Accountability:** Adapts to changes in the work environment, manages competing demands, open to criticism and feedback, changes approach or method to best fit the situation, and takes responsibility for own actions.
- **Analytical Skills:** Synthesizes complex or diverse information, prioritizes projects, and determines best way of meeting deadlines and requirements.
- **Attendance & Punctuality:** Schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent, and arrives at meetings and appointments on time.
- **Business Ethics:** Works with integrity and ethically, upholds organizational values, and abides by written policies.
- **Communication:** Ability to communicate clearly and effectively and take direction from supervisors. Expresses ideas and thoughts both verbally and in written form, exhibits good listening skills and comprehension, responds well to questions, and writes clearly and informatively.
- **Compliance:** Within specified functional area of authority, is personally accountable to understand and ensure regulatory and policy compliance with state and federal requirements in accordance with their respective job duties and responsibilities.
- **Confidentiality:** Maintains a high degree of confidentiality.
- **Customer Service:** Provides prompt and high-quality service to team members, vendors, and internal/external customers. Ability to remain calm in stressful situations. Resolves service issues in the assigned project/department in a timely and professional manner.
- **Organization:** Maintains clean, functional workspace, continuous workflow to meet daily/weekly/monthly deadlines.
- **Teamwork / Morale:** Treats others with professionalism, gives and welcomes feedback, inspires the trust of others, displays a solution-driven mindset, offers assistance and support to co-workers consistent with this role, works cooperatively and collaboratively in group situations. Engages consistently in professional behavior.
- **Training:** Completes Company-required training timely.

Other Duties

- Attend staff, departmental, and other required meetings and trainings.
- Other duties as assigned.

Qualifications, Experience, and Education

- Born-again believer with an active personal relationship with the Lord Jesus Christ; demonstrated commitment to a Christ-centered lifestyle as outlined in the DCS Handbook.
- High School diploma required.
- Demonstrated competence in Microsoft Word, Excel and Outlook
- Strong communication and organizational skills.
- Knowledge of middle school student development and current educational practices relevant to grades 5–8.

Qualities and Traits

- Seeking longevity/commitment to the school and the position.
- Experience working with middle school students or in a middle school educational environment.
- Strong collaborator and supporter of DCS faculty and staff.
- Good knowledge and understanding of student age groups and what is developmentally appropriate for preschool.
- Visible to students and staff, creating a positive culture/community on the floor.
- Good communicator.
- Applies the Matthew 18 principle and encourages the staff, students, and families to do the same.

Working Environment and Physical Requirements

- Ability to interpret, develop, and administer policies, procedures, and regulations.
- Ability to handle grievances, prepare reports, and maintain high academic and spiritual standards.
- Ability to maintain emotional control under stress while focusing on students' immediate needs.
- Ability to physically respond to emergencies (fire, tornado, intruders, etc.)
- Ability to move about the building, including sitting, standing, climbing stairs, etc.
- Ability to lift or move objects such as boxes of paper, books, or related materials weighing up to 25 lbs.
- Work performed in a classroom and office environment.
- Potential for interactions with aggressive, disruptive, or unruly individuals.
- Potential for exposure to bloodborne pathogens and communicable diseases.

This job description is designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements to clarify the general nature and scope of the stated role as part of the overall organization. The job description does not list all the tasks they might be expected to perform. It does not limit the right of the employer/supervisor to assign additional tasks or otherwise modify duties to be performed.

Acknowledgment

I, _____ (*Print Name*) understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the Dayton Christian School reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Supervisor Signature

Date