



# WESTMINSTER ACADEMY

## **Administrative Assistant to the Head of Upper School Job Description**

### **Purpose:**

The Administrative Assistant to the Head of Upper School fulfills the mission of Westminster Academy by providing professional administrative support to the Head of Upper School. This position is the first point of contact in the Upper School office greeting and assisting students, parents, faculty, and guests with warmth and joy. In addition, this position ensures that faculty, students, and parents are well-informed with timely, clear, and thoughtful communication. The Administrative Assistant takes the initiative to streamline processes that make the work of the Head of Upper School more efficient, allowing the Head of Upper School to focus on strategic priorities.

All employees of Westminster Academy must strive to “love the Lord in front of our students” and make the Christian faith observable in all aspects of the school day and community. The Administrative Assistant to the Head of Upper School is a minister of the Gospel in all facets of life at Westminster Academy. He/she is a role model for students and faculty and his/her walk with the Lord should be evident. The Christian mission, vision, and statement of faith of the school must guide the Administrative Assistant as he/she interacts with parents, students, faculty, and all those within and outside the Westminster Academy faith community.

### **Position:**

- Full-time, calendar year.
- The weekly work schedule is 40 hours per week during the school year, and the schedule reduces to 25 hours per week during the summer.

### **Reports to:**

- Head of Upper School

### **Works closely with:**

- US Teachers
- US Students and Parents
- US Dean of Student Culture
- US Director of Academic Support
- Academic Dean
- Other administrative support staff

### **Daily/Weekly Responsibilities**

1. Maintain accurate FACTS information and running reports: scheduling classes for the year, filling in class rosters, rollover process from academic year to the next, attendance support, and gradebook assistance.

2. Manage the suite of Google programs that faculty and students use including Google Drive, Gmail, Google Classroom, Chromebooks, Google Docs, etc. This would also include managing Google users and helping teachers run Securly.
3. Maintain a discipline record in FACTS for teachers when they file a lunch detention or other disciplinary consequence.
4. Manage teacher forms: absence requests, substitutes, Jotforms for field trips, and any other office forms.
5. Take minutes and print handouts for faculty meetings and professional development activities in the Upper School.
6. Keep parents and students informed about activities through the Upper School Weekly and Faculty Weekly.
7. Ensure teachers have adequate office supplies and let the purchaser know when additional items are needed. Communicate with the copier company for maintenance and repairs. Oversee lost and found items being retrieved or donated.
8. Support teachers with booking space on campus and find substitutes when a teacher is unable to do so.
9. Maintain proper checkout procedures for Chromebooks and students' cell phones.
10. Assist with the Head of Upper School's calendar to coordinate meetings and protect focused time to work on strategic priorities.
11. Coordinate schedule with outside vendors (i.e. colleges, Jostens, Holland Studios, voter registration, etc.).
12. Schedule visits and interviews related to admissions.

### **Trimester/Yearly Responsibilities**

1. Take inventory of consumable books and collect the list of textbooks, consumables, and other supplies needed for the next school year.
2. Manage the end-of-year checklist for returning and departing teachers in the Upper School.
3. Create and maintain the Homework Planner spreadsheet.
4. Manage back-to-school housekeeping like lockers, room labels, emergency folders and rings, and necessary printouts for teachers.
5. Ensure faculty files are organized and up to date.
6. Organize schedule changes on days with special activities such as half days and field trips.
7. Coordinate the exam schedule each year including rooms, teachers/proctors, and times.
8. Run and send progress reports and report cards. Manage data surrounding testing, Honor Roll, and Headmaster's List.
9. Combine all LRPs into one document.
10. Implement bell schedules.
11. Assist with testing support.
12. Schedule faculty observations and debriefs.