



# TIMOTHY

## CHRISTIAN SCHOOL

<b>Position Title:</b>	High School Administrative Assistant
<b>Position Summary:</b>	Performs a supportive role to the High School Principal and the Director of Student Life.
<b>Position Supervisor:</b>	High School Principal Director of Student Life
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Makes phone calls for administrators</li> <li>• Types letters, memos, designs/creates forms when necessary for various events</li> <li>• Sends out mailing regarding events/information to convey to high school families</li> <li>• Assists in scheduling and coordinating various events such as:             <ul style="list-style-type: none"> <li>✓ 8<sup>th</sup> grade retreat</li> <li>✓ 9<sup>th</sup> grade nursing home trips</li> <li>✓ 10<sup>th</sup> grade NYCR</li> <li>✓ 11<sup>th</sup> grade retreat</li> <li>✓ 12<sup>th</sup> grade Dominican trip</li> <li>✓ NHS</li> <li>✓ Student council</li> <li>✓ Graduation information</li> </ul> </li> <li>• Records financial and personal documentation regarding the above events and when necessary, provides the administrator and /or students with updates</li> <li>• Records disciplinary information, providing regular reports and facilitating strong communication with parents</li> </ul>
<b>Position Qualifications:</b>	<ul style="list-style-type: none"> <li>• The employee must have received Jesus Christ as his/her personal Savior and believe the Bible is God's Word and standard for daily living.</li> <li>• The employee shall support the doctrinal position of TCS and will abide by the Standard of Conduct.</li> <li>• The employee shall be in fellowship with a local church that has a doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation.</li> </ul>