



TIMOTHY CHRISTIAN SCHOOL

Position Title:	Administrative Assistant to Head of School (Full-time)
Position Summary:	Support Head of School by providing administrative support, assisting in leadership roles, and performing operational tasks.
Position Supervisor:	Head of School
Position Responsibilities:	<p>Support Head of School by providing administrative support, assisting in leadership roles, and performing operational tasks.</p> <p>Confidentiality – maintaining confidentiality in all relationships.</p> <p>Assist with Front Office Daily Activities (students/parents and visitors) via phone, email or in-person.</p> <p>Support the Head of School by communicating with Leadership Team, Maintenance, Security, and IT Departments.</p>
Position Qualifications:	<ul style="list-style-type: none"> • The employee must have received Jesus Christ as his/her personal Savior and believe the Bible is God’s Word. • Friendly demeanor • Microsoft Office knowledge • Multi-tasker • Good communication skills • The employee shall support the doctrinal position of TCS and will abide by the Standard of Conduct. • 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.