



# TIMOTHY CHRISTIAN SCHOOL

<b>Position Title:</b>	Administrative Assistant (Part-time)
<b>Position Summary:</b>	Provides administrative support for Main Office and Dean of Students
<b>Position Supervisor:</b>	Head of School
<b>Position Responsibilities:</b>	<p>Conduct Front Office Daily Activities (students/parents and visitors) via phone, email or in-person.</p> <p>Confidentiality – maintaining confidentiality in all relationships.</p> <p>Responsible for tracking daily attendance for MS/HS.</p> <p>Work closely with Dean of Students on events, chapel, ministry outreach and parent communication.</p>
<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.</li><li>• Friendly demeanor</li><li>• Microsoft Office knowledge</li><li>• Multi-tasker</li><li>• Good communication skills</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>