

Administrative Assistant (Secretary)

Central Minnesota Christian School

JOB DESCRIPTION

The Administrative Assistant serves as a key support person at Central Minnesota Christian School, providing executive assistance to the Principal, front desk coverage, and administrative support for the elementary office, and additional support to both the Transportation Director and Athletic Director. The ideal candidate will be a team-oriented, detail-focused individual who thrives in a fast-paced, multi-faceted school environment.

ESSENTIAL DUTIES

Executive Assistant to the Principal

- **Support** the Principal in managing their calendar, meetings, appointments, and events.
- **Maintain** confidential files and records.
- **Assist** with schoolwide communication and coordination of school events.
- **Compile** reports and presentations as requested.

Elementary Front Desk Coverage

- **Serve** as the first point of contact for students, parents, and visitors in the elementary office during scheduled hours.
- **Answer** phone calls and **direct** inquiries to the appropriate staff.
- **Administer** minor first aid and manage student medications as directed by the school nurse or policy.

Support for Transportation Director

- **Maintain and update** transportation schedules and rosters.
- **Communicate** bus schedules, delays, and changes to families and staff.
- **Assist** with managing the vehicle fleet and driver scheduling.
- **Track and coordinate** field trip and athletic transportation needs.

Support for Athletic Director

- **Assist** in scheduling athletic events, referees, and facilities.
- **Communicate** with coaches, parents, and opposing schools regarding game logistics.
- **Track** athletic forms, eligibility, and physicals.
- **Support** the coordination of athletic awards and recognition events.

SKILLS AND QUALIFICATIONS

- **Adequate Degree or Previous experience in an educational or office setting is strongly preferred.**
- **Proficiency in school computer systems and software.**
- **Strong communication and interpersonal skills.**
- **Ability to multitask, prioritize, and maintain professionalism in a busy environment.**
- **Demonstrated ability to handle confidential information with discretion.**
- **Alignment with the mission and values of Central Minnesota Christian School.**