

Fort Worth Christian School  
**Job Description**

**Job Title:** Middle School Administrative Assistant

**Reports to:** Principal

**Length of Contract:** 225

**Summary:** The Middle School Administrative Assistant is responsible for record keeping, attendance, public relations, and is the personal assistant to the principal.

**Duties Include:**

**Public Relations**

The Administrative Assistant will reflect a positive image of FWC to the public. The Administrative Assistant will greet all guests as they enter the middle school and answer inquiries.

**Record Keeping**

The Administrative Assistant will track budgets for each department in middle school, prepare purchase orders, and check requests for all purchases. The Administrative Assistant will order supplies and verify inventory for incoming purchases. Budgets will be reconciled monthly with CFO's records. The Administrative Assistant will collect money and fines as necessary (Field trips, fees, etc.).

**Attendance**

The Administrative Assistant will call for substitutes, provide absentee reports for teachers, and complete substitute reports for the C.O.O. The Administrative Assistant will also issue early dismissal slips, tardy slips, and verify accurate attendance records through RenWeb.

## **Administrative Assistant to Principal**

The Middle School Administrative Assistant will maintain a neat and well-organized office area, screen incoming phone calls, take messages, prepare letters, email various reminders, schedule appointments, assist with budget planning, order textbooks, materials and supplies, and perform other duties as requested by the building principal.

## **Miscellaneous**

The Middle School Administrative Assistant will assist the school nurse, contact maintenance as needed, assist teachers with clerical tasks, take messages for teachers, oversee office aides, maintain copier, distribute mail, and perform other duties as deemed necessary.

## **Qualifications**

- Three years of Administrative Assistant experience
- Committed to living a life of service to Christ in accordance with the FWC Statement of Faith.