



The Augustine Academy Office Administrator Job Description

Position Overview

An Office Administrator at The Augustine Academy is first and foremost a lover of Jesus Christ, and secondarily a lover of his human creatures, especially children. Within this relational context, the Office Administrator is responsible for modelling and encouraging a hopeful, high-joy, inspirational, and peacefully authoritative atmosphere. Every day the Office Administrator is to expect, uphold, shepherd, and specifically train students in the habits of the good life (students' ways of relating to work and persons), which is, ultimately and ineluctably, sharing in the life of Jesus Christ. In a broad sense, the Office Administrator also represents the school in and out of the classroom and acts on behalf of the school by professionally and warmly interacting with all students, parents, teachers, staff and visitors.

The Office Administrator reports to the Headmaster and is primarily responsible for handling general office and operational tasks, as well as other varied relational and organizational responsibilities. The Office Administrator works closely with the school's administration to establish and maintain a highly professional school environment and front office, providing support as needed. The Office Administrator serves all constituents of the school (administration, teachers, parents, students, and visitors) and becomes highly familiar with all policies related to school operations, as recorded principally in the Parent/Student Handbook and the Teacher Handbook. The Office Administrator acts as a primary point of contact for the school, professionally and warmly interacting with all teachers, staff, parents, students, and visitors, often in fast-paced and relationally intensive situations.

Personal Qualities

Spiritually mature in Christ, service and other-oriented, teachable, loving towards all persons (especially children), joyful, peaceful in/under authority, psychologically strong, growth-oriented, patient, hungry to know and share knowledge, intelligent, thorough, punctual, flexible, collegial, articulate, enthusiastic; fluency and literacy (cultural and grammatical) in the world language of instruction.

Responsibilities:

The Office Administrator position has numerous regular responsibilities, and additional irregular responsibilities. These will include, but will not necessarily be limited to:

- Student Support
 - Assist during drop-off and pick-up of students.
 - Administer student medication, document medication given, hand out ice packs/bandages in compliance with Bloodborne Pathogens protocols.

- Communicate with parents as needed.
 - Provide office assistance/supplies to students for classroom activities.
 - Communicate with local school districts regarding student services (IEP's, speech therapy, etc.).
- Classroom Support
 - Order curriculum and classroom supplies for teachers as requested and approved by Headmaster.
 - Print materials for classrooms as requested.
 - Create and collect permission slips for field trips; file.
- General School Office
 - Greet school visitors and act as primary point of contact for TAA.
 - Answer the school phone.
 - Record attendance in ClassReach.
 - Unlock & relock outside doors for recess; admit students, visitors, etc. from the lunchroom area doors.
 - Assist teachers with laminating, copying, cutting.
 - File paperwork.
 - Maintain office equipment and order office supplies.
 - Provide administrative support to the Headmaster and Director of Operations.
- Chapel
 - Arrange for Chapel speakers.
 - Write Thank you notes to Chapel speakers.
 - Coordinate with volunteer to set up for Chapel.
- Admissions
 - Manage Open House materials.
 - Set up or organize small receptions for Open Houses events.
 - Maintain a database of prospective families.
 - Communicate with prospective applicants.
 - Arrange for Classroom observations and Shadow Days.
 - Send enrollment documents to applicants.
- Teacher Development
 - Arrange travel (airfare, hotel, car, etc.) for new teachers to attend ASI Institute.
 - Arrange travel for current teacher/Headmaster training workshops.
 - Provide Expense Reimbursement for meals.
- Finance

- Process Expense Reports, ensure receipts are included, obtain appropriate signatures, write checks, file.
 - Deposit checks to Town Bank after school hours (application fees, donations, etc).
 - Pay invoices in a timely manner.
 - Make sure each expense has a corresponding receipt/invoice to be given to the Director of Operations. File invoices accordingly.
 - Assist the school's Director of Operations in balancing general ledger via QuickBooks as needed.
- Newsletter
 - Create content for weekly Newsletter.
 - Format, edit and post newsletter in coordination with Headmaster.
- Personnel
 - Document employee sick days.
 - Process new employee paperwork (background checks and documentation, W-4's, I-9's).
 - Receipt time off request and find substitute teachers.
- Marketing
 - Update digital pages (Facebook, Instagram, website) in coordination with Marketing Team.
 - Create flyers advertising Open Houses and events. Communicate with external media sources.
- Volunteers
 - Work with PVA coordinator and other admin to support successful school programs/events.
 - Recruit volunteers for events.
- Communications
 - Maintain a current database of school contacts.
 - Send parent communications via ClassReach or Gmail.
 - Prepare, print, and disseminate physical and electronic correspondence.
- Community Events
 - Assist with all needs related to school events (staff or parent meetings, in-services, etc.).
 - Create and distribute flyers and programs for events.
 - Arrange for food, beverages, set up/take down. Coordinate with PVA volunteer as appropriate.
- Health and Safety
 - Distribute and maintain red emergency bags to classrooms.

- Provide general health and first aid assistance as needed (see Student Support).
- Plan and document monthly emergency drills.
- Arrange for staff CPR, health & safety, and Active Shooter trainings.
- Obtain immunization requirements and report to the Health Department.

Minimum Requirements:

- Appreciation of children as persons made in the image of God and worthy of respect, generosity, and kindness—and proven ability for this appreciation to show itself in action
- Ability to joyfully exercise authority with students individually, and work peacefully and responsibly under authority
- A quick-willingness to serve others
- A warm, inviting, and professional demeanor
- Strong interpersonal, time management and organizational skills
- A humble and teachable spirit
- Thoughtful approach to personal spiritual life and commitment to The Augustine Academy Community Covenant and Statement of Faith
- Alignment with The Augustine Academy Mission Statement and willingness to uphold it
- Cultivation of gospel-integration into every area of life
- Strong written and verbal communication skills
- Solid business acumen, management, and problem-solving skills
- Advanced computer literacy, including working knowledge of an email interface, Microsoft Office and Google Apps
- Introductory knowledge of Charlotte Mason’s educational philosophy from the following essays: “[Three Instruments of Education](#)” and “[Children as ‘Persons’](#)”¹ with a willingness to support this philosophy of education
- Free and clear results on federal and state background check
- Bachelor’s degree, Associate’s degree, or equivalent education and experience
- Free and clear results on federal and state background check

Hours:

- Two full class days on campus when school is in session, including
 - Wednesday (7:45 a.m.—4:00 p.m.)
 - Monday, Tuesday, Thursday, **or** Friday (7:45 a.m.—4:00 p.m.). Tuesday or Thursday preferred.
- Summer
 - Eight weeks of Monday–Thursday (8:30 a.m.—4:30 p.m.), excluding the first two weeks in

¹ “Three Instruments of Education,” in *An Essay Towards a Philosophy of Education* by Charlotte Mason. “Children as Persons,” by Charlotte Mason, originally appeared in *Parents’ Review*, 1911. Both essays are published in Essex Cholmondley’s, *The Story of Charlotte Mason*, 1960 (now out of print but available online).

- July.
- Other trainings and school events, as specified in the yearly Academic Calendar.

Pay and Benefits:

- \$21,000, paid over 12 months
- 10% reduction in tuition for school-aged children

The Augustine Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, scholarship and loan programs, hiring of faculty and staff, and athletic and other school-administered programs.