



THE COVENANT SCHOOL

Job Description **Grammar School Administrative Assistant**

The Covenant School exists to glorify God by equipping students with the tools necessary to pursue a lifetime of learning so that they may discern, reason and defend truth in service to our Lord, Jesus Christ.

The Covenant School in Dallas, Texas, is a Christ-centered, classical school that has been educating and shaping students for 25 years. Covenant is seeking an administrative assistant for the Grammar School who is a team player, detail-oriented and willing to take on a variety of tasks depending on the needs of the department. The administrative assistant will be the driving force in maintaining the day-to-day operations and the special projects for the Grammar School.

This position will work with and report to the Grammar School Director and collaborate closely with teachers, parents, and other administrators.

This is a full-time, year-round position with full benefits.

Scope

Coordinate and organize the Grammar School's day-to-day operations, including:

- Creating processes and procedures to maximize department efficiencies.
- Coordinating communication between teachers, parents, and administration including the weekly GS portion of the Covenant Copy.
- Developing GS master schedule for the academic year. Making changes and adjustments to schedule when necessary.
- Maintaining faculty (professional development) and student records.
- Ordering and maintaining inventory of student curriculum and classroom supplies.
- Scheduling room set ups for special meetings, events, chapels, and after-school GS programming.
- Creating and maintaining sign-up pages for conferences, exam scribing, and Coop Troop.
- Maintaining GS master calendar as well as GS director's calendar.
- Coordinating with GS Team Leaders on field trips; Scheduling/reserving all buses and venues.
- Organizing employment applications and setting up interviews.
- Scheduling admissions visits and providing support to the Admissions Director at Open House/Open Campus.
- Managing and monitoring the entire GS budget.
- Overseeing standardized testing from scheduling and ordering materials to aggregating test results for director.

- Maintaining inventories of classroom curriculum, technology, furniture, and small equipment; Order replacements when needed.
- Updating progress reports and report cards; Distributing them to teachers.
- Organizing database of teacher lesson plans, faculty development, and other department documents, specifically as they pertain to accreditation.
- Organizing GS office administrative tasks including forms, office records, event reports, and other duties as assigned.
- Overseeing/Managing major events, some of which include: Christmas Chapel, Grandparent's Day, and Living History Days alongside the Parent Teacher Fellowship volunteers.
- Working with GS curriculum coordinator to complete tasks associated with classroom curriculum.
- Assisting the director in researching special projects and initiatives.

Job Qualifications

- Ability to joyfully work with parents, teachers, and students.
- Self-starter who takes the initiative with attention to detail.
- Excellent Microsoft Office, Google, and Renweb skills.
- Team player.
- Ability to work in an environment with frequent distractions and multiple tasks.
- Energized by thoroughness in work and maintaining pristine records.
- Excellence at executing an assigned task, while anticipating what needs to be done before the situation presents itself.
- Fixing what needs improving.
- Strong communicator including writing skills.
- Comfortable working behind the scenes in a supporting role.

General Requirements

- A committed Christian regularly attending a Christian congregation with a compatible theology to The Covenant School's.
- Preferred previous work experience in school administration/administrative assistant.
- Ability to maintain confidentiality in all situations.
- Demonstrated effective collaboration in the workplace.
- Evidence of a self-motivating work ethic.

HR Policy Notes

- Positions hired after Sept. 1, 2017 do not receive tuition remission as a part of the compensation package; however, employees seeking financial aid who qualify receive priority consideration.

Application

Email a cover letter and current resume containing at least three professional references to lmountjoy@CovenantDallas.com. Please do not contact Covenant by phone about this posting.