



**Job Title:** Administrative Assistant to the Head of School

**Reports to:** Head of School

**Status:** Full-Time (35 hours per week)

**Supervises:** None

### **Character Qualities**

- Personal faith in Jesus Christ defines and informs all aspects of life.
- Remains in good standing with a local church.
- Consistently models humility, grace, strength of character, and the fruit of the Spirit.
- Intentionally pursues community and develops genuine relationships with students, parents, and staff.
- Seeks ongoing personal development.
- Maintains a personal appearance that is professional and modest.
- Agrees with and adheres to Valor Preparatory Academy's Statement of Faith, demonstrating a commitment to living out biblical values in both personal and professional life.
- Maintains confidentiality with school matters.

### **Relational Qualities**

- Possesses excellent communication skills and effectively communicates using clear and articulate English in written and oral communication.
- Respectfully submits and is loyal to constituted authority.
- Has the ability to follow up and manage tasks independently while also assisting in delegating tasks when necessary.
- Consistently gives and receives feedback with grace and a growth mindset.
- Able to diffuse difficult situations, solve problems, and respect confidentiality.
- Visible on campus & at school activities, recognizing the sensitive nature of the role's presence.
- Acts objectively when their own children are attending Valor Preparatory Academy.

### **Role-Specific Responsibilities**

#### **Administrative Duties**

- Manage the Head of School's calendar, scheduling meetings, appointments, and events to optimize time management.
- Manage correspondence, screen emails, and answer calls on behalf of the Head of School, serving as the primary liaison between the Head of School and families, ensuring timely and clear communication



- Respond to parent/student/staff inquiries and concerns with professionalism and grace.
- Serve as the point of contact for internal staff communications.
- Collect weekly announcements and send them out to Valor families every Monday.
- Support the Head of School with creating reports, proposals, and presentations as needed.
- Assist the Head of School with coordination and execution of school events.
- Assist the Head of School with other administrative duties as needed.
- Maintain accurate records of meetings and school documentation.

### **Event Coordination & Family/Donor Relations**

- Coordinate school events such as fundraisers, graduation ceremonies, and parent-teacher events.
- Support family and donor care by drafting thank-you notes, managing correspondence, and maintaining positive relationships.
- Assist with scheduling tours for prospective families and coordinating the admissions process.
- Work closely with the Head of School to ensure clear and effective communication with the school's donor base.

### **Qualifications**

- **Education:** Associate's or Bachelor's degree preferred, or equivalent experience in a related field.
- **Experience:** Minimum of 2 years of experience in an administrative or support role, preferably in an educational setting.
- **Skills:**
  - Strong organizational and time-management skills with the ability to prioritize and manage multiple tasks.
  - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and familiar with scheduling systems.
  - High degree of professionalism, discretion, and confidentiality.
  - Ability to work independently and collaboratively in a team environment.
- **Faith Commitment:** Must agree with and adhere to Valor Preparatory Academy's Statement of Faith and demonstrate a commitment to living out biblical values in both personal and professional life.

### **Other Responsibilities**

- Is present and participates in Valor special events, including but not limited to the Christmas Program, interest meetings, Grandparent's Day, athletic events, and other whole school events.
- Perform other duties as assigned by the Head of School.