



Job Description
Executive Administrative Assistant

Position Title: Executive Administrative Assistant
Reports To: Head of School
Supervises: Office Receptionist and Administrative Assistants

Mission Statement: The Executive Administrative Assistant will promote the mission and vision of Chapelgate Christian Academy, a ministry of Chapelgate Presbyterian Church, Inc. CCA exists to provide academic excellence in a Gospel-centered environment, inspiring, equipping, students in knowledge, passion, and faith. CCA was established to prepare students to glorify God as life-long stewards through creative, critical, and biblical thinking, influencing culture, and serving others.

General Description

1. Full time (twelve month) exempt position with benefits.
2. Serves under the supervision of the Head of School.
3. Supports the administrative needs of the Head of School.
4. Serves the school in communication with parents, faculty, and staff.
5. Serves the faculty and staff as directed by the Head of School.

Qualifications

The Executive Administrative Assistant will:

1. Demonstrate a credible profession of faith in Jesus Christ.
2. Regularly attend a church where the Gospel is preached.
3. Possess outstanding people skills.
4. Possess a strong work ethic and excellent problem-solving skills.
5. Be gifted in organizational skills.
6. Demonstrate strong technology skills.
7. Be able to work under pressure.
8. Be a team player.

Specific Duties

The Executive Administrative Assistant will:

1. Provide administrative assistance to the Head of School and any other member of the administrative staff as directed or approved by the Head of School
2. Provide the Head of School with a proposed annual calendar of school events and communicate those events on a regular basis to parents, staff, and members of the faculty.
3. Schedule appointments for the Head of School as directed.
4. Maintain personnel files for CCA employees
5. Retain and maintain all records for the appropriate amount of time.

6. Collect quarterly grades and publish them to parents.
7. Provide support for teachers, staff, students, and parents as it relates to the school-wide administrative software.
8. Schedule and reserve rooms through Chapelgate Church's software program for school activities during the normal school day and beyond.
9. Supervise and evaluate the Office Receptionist and other Administrative Assistants as assigned by the Head of School.
10. Assist the Head of School in facilitating special events.
11. Attend and provide minutes for various faculty and staff meetings as directed by the Head of School.
12. Assist in scheduling substitute teachers as directed.
13. Serve as the point person in receiving and filing teacher and staff applications.
14. Process bills (accounts payable) for payment and sign checks as directed by the Head of School.
15. Collect, process, and report information for IFTA and submit quarterly tax report to State of Maryland.
16. Process pay roll information for the business office.
17. Assisting Department Chairman in ordering supplies and textbooks.
18. Keep the Head of School informed on issues that impact the greater school community.
19. Assist the Director of School Counseling in the formation of the master class schedule.
20. Approve teacher and staff leave.
21. Provide new hires with fingerprinting information and direct them to the business office for payroll information.
22. Listen to local news radio station to be informed of any emergencies or school closings.
23. Assist the Head of School with ordering items for senior awards, faculty recognition, baccalaureate and graduations.
24. Receive and record Annual Fund gifts and respond to donors as appropriate.
25. Perform other duties as assigned by the Head of School.