



**Office Administrator  
Job Description**

**Job Title:** Office Administrator  
**Reports To:** Head of School  
**Prepared Date:** 4/2019

**Position Overview:**

The Office Administrator will assist the Head of School and Principal, working closely with the Administrative Assistant and Marketing Director to manage the daily operations of the school.

**Hours:**

The Office Administrator will work from 7:45 am to 3:45 pm on days when school is in session, and 15-20 hours per week during the summer.

**Responsibilities:**

The duties and responsibilities of the Office Administrator will vary widely and include such tasks as: attending to the needs of students, parents, and faculty members, representing the school in daily interactions with the extended community, recommending and implementing procedures for the smooth operation of daily activities, overseeing the admissions and enrollment process, attending school open houses, participating in the execution of school events, coordinating co-curricular activities, coordinating student health records and student safety procedures, and communicating school announcements in the weekly newsletter.

The Office Administrator will report directly to the Head of School, but will work closely with the administrative team and an unusually passionate number of parents who love the school and are eager to see it flourish in the days to come.

**Qualifications:**

The successful candidate will possess:

- 1) Effective interpersonal skills including the ability to interface with the extended school community with grace, sensitivity, and flexibility
- 2) The ability to collaborate successfully with faculty and staff
- 3) Excellent written and oral communication skills
- 4) The ability to provide leadership and responsibility for organizational and program activities
- 5) Refined organizational and time-management skills, including the ability to prioritize competing demands
- 6) Initiative and attention to detail
- 7) Discretion in maintaining confidentiality of records and information
- 8) A working knowledge of web technologies
- 9) A resonance with Covenant's mission, philosophy of education, and organizational culture
- 10) A vibrant Christian faith

Interested candidates should submit a cover letter and resume to Dr. Tom Stoner, Head of School, at: [tstoner@covenantclassicalschool.org](mailto:tstoner@covenantclassicalschool.org). For more information about Covenant Classical School, please visit our website at [covenantclassicalschool.org](http://covenantclassicalschool.org).