



# PROVIDENCE

## A C A D E M Y

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K-12 ★ Christian ★ College-Prep

- TITLE:** Administrative Services Manager
- REPORTS TO:** President
- EVALUATION:** Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description.
- STATUS:** Full time; Year-round position (7 business days off in summer in addition to school breaks during the school year and major holidays). Minimal administrative support may need to be accomplished over Christmas break.

### **SCHOOL MISSION**

To partner with parents in a classical, college-preparatory education to equip students with a biblical worldview, all to God's glory.

### **POSITION SUMMARY**

Full time administrative role supporting the President and other school leadership at the President's direction.

### **RESPONSIBILITIES:**

#### **ADMINISTRATIVE SUPPORT**

- Provides administrative support to ensure efficient operation of office.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits warm and professional communication via phone, e-mail, and mail.
- Researches products and services to recommend, and makes purchases as directed.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.

- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- May manage the President's calendar and/or other school calendars.
- Oversees the completion of surveys related outside accreditation and certification agencies/organizations.
- Support the President with lease agreement negotiations and documentation.
- Performs other duties as assigned by the President.

## **HUMAN RESOURCES SUPPORT**

- Ensure compliance with federal and state labor laws.
- Assist in recruiting and screening faculty and staff for Providence Academy.
- Manage the benefits renewal process in collaboration with our insurance broker.
- Oversee employment records for all faculty, staff, substitute teachers and coaches and ensure data integrity.
- May be asked to assist in addressing employee relations issues, if they arise.
- Facilitate the Professional Growth Plan process on an annual cycle.
- Maintain and update organizational chart as needed.
- Offer input regarding the organizational structure and new positions to be planned.
- Create and distribute annual letters of renewal to teachers.
- Coordinate annual CPR recertification for faculty and staff, as applicable.
- Facilitate the onboarding process, ensuring new employees have all necessary resources before starting work at Providence Academy.
- Conduct exit interviews with all faculty and staff leaving.

## **SUPERVISION**

-The Business Office Manager will directly supervise a part time Human Relations and Payroll Assistant role to:

1. Provide payroll to the accountant to be set up in August & monthly report changes to accountant, with the Business Office Manager on copy
2. Process (collect & scan to accountant w/ Business Office Manager on copy) tax documentation, such as W4s, I-9s, & 1099s, in accordance with legal requirements
3. Conduct background searches for inbound employment candidates and volunteers
4. Process benefits offerings (e.g., 403B, life insurance policy, & supplemental offerings, such as Dental and Vision)
5. Complete Verification of Employment documentation
6. Enter employment record data, such as hire dates and termination dates, for employees in QuickBooks
7. Perform background searches for inbound employees and volunteers
8. Substitute for the Business Office Manager in his/her absence (i.e., for approved vacations or conference attendance) for additional pay. Overtime is not expected or authorized
9. Assist in the completion of reports to accreditation and certification agencies
10. Perform other duties as assigned by the President or the Administrative

## **COMPENSATION & BENEFITS**

- Salary commensurate with experience + 100% tuition discount on oldest child or grandchild, as applicable (Valued at up to \$5,883).

- A 403(b) Plan is available for employee contributions
- Optional supplemental Dental & Vision insurance, as there is demand
- A small life insurance policy

#### **ADMINISTRATIVE ASSISTANT SKILLS & QUALIFICATIONS:**

- Report-Generating Skills
- Administrative Writing Skills
- Microsoft Office Skills
- Managing Processes
- Organization
- Analyzing Information
- Professionalism
- Problem-Solving
- Supply Management
- Inventory Control
- Verbal Communication

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High school diploma or equivalent education required
- 3 years of administrative assistant experience
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Valid driver's license and current automobile insurance

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in business or a related field
- Proficiency with Microsoft Office programs

#### **PRINCIPLES FOR CONDUCTING WORK**

- Receive all students, parents, and employees with respect and kindness
- Be ready at all times to promote Providence's mission

#### **REQUIRED PERSONAL QUALITIES**

1. Faith in Jesus Christ as his/her personal Savior.
2. A belief that the Bible is God's Word and is the standard for faith and daily living.
3. Agrees whole-heartedly with Providence Academy's Statement of Faith.
4. Is a Christian role model in attitude, speech, and actions toward others. (Luke 6:40) This includes being committed to God's biblical standards for sexual conduct.
5. Is a Christian who is an active member of a Christ-centered church, and will remain so during the period of employment, growing in his/her Christian relationship with God, and

- actively practicing and exhibiting Christian principles of the Christian faith; seeks to model in speech, actions, and attitude a consistent daily walk with Jesus Christ; sets an example of the importance of spiritual discipline; and encourages students in the importance of a personal relationship with Jesus Christ and growth of their faith.
6. Recognizes the role of parents as primarily responsible before God for their children's education and is prepared to partner with them in that task.
  7. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
  8. Meets everyday stress with emotional stability, objectivity, and optimism.
  9. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and is in agreement with school policy.
  10. Uses acceptable English in written and oral communication. Speaks with clear articulation.
  11. Respectfully submits and is loyal to constituted authority.
  12. Willing to notify the Principal of any policy he/she is unable to support.
  13. Possesses a passion for the University-Model School mission/vision.
  14. Possesses a clear knowledge, understanding, and heart for classical and Christian education.
  15. Is a spiritual leader.
  16. Has the ability to delegate and follow-up.
  17. Is organized and multi-task oriented.
  18. Possesses good people skills.
  19. Has a servant's heart.
  20. Is able to diffuse difficult situations.
  21. Is a problem solver.
  22. Respects confidentiality.
  23. Possesses and demonstrates the fruits of the Spirit.
  24. Is willing to be visible on campus and in activities; recognizes the sensitive nature of his/her presence.
  25. Acts objectively when distinguishing what is best for Providence Academy when his/her own children are attending the school.
  26. Is exemplary in praying for the school, staff, students, and families.
  27. Models biblical principles of leadership in his/her relationships with and treatment of the faculty and staff.
  28. Submits to the President's authority.
  29. Is able to articulate a Christian (biblical) philosophy of education and implement this philosophy at all levels of the school.
  30. Is able to communicate openly and honestly with the President.

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*Providence Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin. The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment agreement, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.*