



# PROVIDENCE

## A C A D E M Y

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K-12 ★ Christian ★ College-Prep

### ***Grammar Administrative Assistant Job Description***

**Position Type: Full Day on Tuesdays and Thursdays during school year**

**Reports to: Head of Grammar School**

### **About Us**

Providence Academy is a Classical Christian and University-Model® School dedicated to cultivating wisdom, virtue, and a love for learning in our students. Our unique model partners with parents to provide a classical, college-preparatory education to equip students with a biblical worldview, all to God's Glory. We seek a Grammar Administrative Assistant who will play a vital role in ensuring the smooth operation of the school's front desk and administrative processes while supporting faculty, students, and parents with professionalism and grace.

### **Position Overview**

The Grammar Administrative Assistant serves as the central support for the daily operations of Providence Academy, ensuring a welcoming and efficient front office environment. This role requires strong organizational skills, professionalism, and a heart for serving students, parents, and staff in a classical Christian setting. As an integral part of the school community, the Grammar Administrative Assistant upholds the school's mission by facilitating clear communication, maintaining essential records, and assisting with administrative tasks that support both faculty and families. This position is ideal for someone who thrives in a dynamic environment, values excellence in Christian education, and desires to contribute meaningfully to a Christ-centered school culture.

## **Personal and Spiritual Qualifications**

The ideal candidate will:

- Be deeply committed to a consistent daily walk with Jesus Christ.
- Demonstrate a joyful and Christ-like attitude in all interactions.
- Follow the Matthew 18 Principle when addressing concerns with students, faculty, parents, and administration.
- Work collaboratively with parents, students, and staff to support the school's mission.
- Uphold the role of parents as the primary educators of their children.
- Exhibit a professional and modest appearance in alignment with school policy.

## **Professional Qualifications**

- Proficiency in computer literacy and educational technology.
- Strong organizational, communication, and interpersonal skills.
- Understanding of the mission, core values, and educational philosophy of classical Christian education.
- Ability to maintain confidentiality, discretion, and discernment in all school operations.

## **Key Responsibilities**

- Maintain an organized, welcoming, and efficient front desk.
- Serve as the primary point of contact for parents, staff, and students.
- Manage student records, attendance, and class data using FACTS.
- Assist with faculty and parent communication, ensuring smooth school operations.
- Facilitate substitute teacher scheduling and classroom material preparation.
- Organize and maintain the order of the copy room and school calendar.
- Keep annual disaster drill logs up to date.
- Order and manage office supplies to ensure the school remains well-equipped.
- Operate the SchoolSafe ID system for visitor check-in and security purposes.

- Coordinate office and school supply orders as needed.
- Supervise students before school and assist teachers with dismissal procedures.
- Support administrative processes related to security, standardized testing, and general school operations.
- Represent the school with professionalism and warmth in all public interactions.

*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.*