



Executive Administrator Job Description

Position Overview

An Executive Administrator at The Augustine Academy is first and foremost a lover of Jesus Christ, and secondarily a lover of his human creatures, especially children. Within this relational context, the Executive Administrator is responsible for modeling and encouraging a hopeful, high-joy, inspirational, and peacefully authoritative atmosphere. Every day, the Executive Administrator is to expect, uphold, shepherd, and specifically train students in the habits of the good life (students' ways of relating to work and persons), which is, ultimately and ineluctably, sharing in the life of Jesus Christ. In a broad sense, the Executive Administrator also represents the school and acts on its behalf by interacting professionally and warmly with all students, parents, teachers, staff, and visitors.

The Executive Administrator reports to the Director of Operations and is primarily responsible for handling general office and operational tasks, as well as other varied relational and organizational responsibilities. The Executive Administrator works closely with the school's administration to establish and maintain a highly professional school environment and front office, providing support as needed. The Executive Administrator serves all constituents of the school (administration, teachers, parents, students, and visitors) and becomes highly familiar with all policies governing school operations, as recorded primarily in the Parent/Student Handbook and the Teacher Handbook. The Executive Administrator serves as the school's primary point of contact, interacting professionally and warmly with all teachers, staff, parents, students, and visitors, often in fast-paced, relationship-intensive situations.

Personal Qualities

Spiritually mature in Christ, service- and other-oriented, teachable, loving towards all persons (especially children), joyful, peaceful in and under authority, psychologically strong, growth-oriented, patient, hungry to know and share knowledge, intelligent, thorough, punctual, flexible, collegial, articulate, enthusiastic.

Minimum Requirements:

- Appreciation of children as persons made in the image of God and worthy of respect, generosity, and kindness—and proven ability for this appreciation to show itself in action
- Ability to joyfully exercise authority with students individually, and work peacefully and responsively under authority
- A quick willingness to serve others

- A warm, inviting, and professional demeanor
- Strong interpersonal, time management, and organizational skills
- A humble and teachable spirit
- Thoughtful approach to personal spiritual life and commitment to The Augustine Academy Community Covenant and Statement of Faith
- Alignment with The Augustine Academy Mission Statement and willingness to uphold it
- Cultivation of gospel integration into every area of life
- Strong written and verbal communication skills
- Solid business acumen, management, and problem-solving skills
- Advanced computer and technological literacy, including working knowledge of Microsoft Office and Google Apps
- Introductory knowledge of Charlotte Mason’s educational philosophy from the following essays: “[Three Instruments of Education](#)” and “[Children as Persons](#)”¹ with a willingness to support this philosophy of education
- Free and clear results on federal and state background checks
- Bachelor’s degree, Associate’s degree, or equivalent education and experience

Hours:

- Five full days, on campus when school is in session, and flexible and mostly remote during the summer months:
 - Monday-Thursday (7:40 a.m.–4:00 p.m.).
 - Tuesday, 4:00–4:45 p.m., per the TAA Staff Meeting Schedule
 - Friday hours flexible
- Other trainings and school events, as specified in the yearly Academic Calendar.

Salary and Benefits:

- Salary determined by experience and qualifications
- Benefits offered include healthcare stipend, paid vacation/holidays, tuition remission for children, 401K match, dental, vision, basic life insurance, voluntary life insurance, and voluntary accident.

¹ “Three Instruments of Education,” in *An Essay Towards a Philosophy of Education* by Charlotte Mason. “Children as Persons,” by Charlotte Mason, originally appeared in *Parents’ Review*, 1911. Both essays are published in Essex Cholmondley’s, *The Story of Charlotte Mason*, 1960 (now out of print but available online).

Responsibilities:

The Office Administrator position has numerous regular responsibilities and additional irregular responsibilities. These will include, but will not necessarily be limited to:

- Student Support
 - Assist during drop-off and pick-up of students.
 - Administer student medication and first aid care, document medication given, and remain in compliance with Bloodborne Pathogens protocols.
 - Provide office assistance and supplies to students for classroom activities.
 - Communicate with local school districts regarding student services (IEP's, speech therapy, etc.).
- Classroom Support
 - Order curriculum and classroom supplies for teachers as approved by the Director of Operations.
 - Print materials for classrooms as requested.
 - Create and collect permission slips for field trips; file.
- General School Office
 - Manage the Front Desk/Reception area and volunteers. Greet school visitors and act as the primary point of contact for TAA.
 - Answer the school phone.
 - Record attendance in FACTS SIS.
 - File paperwork.
 - Maintain office equipment and order office supplies.
 - Provide administrative and scheduling support to the Headmaster, Principals, and Director of Operations.
- Admissions
 - Manage Open House materials.
 - Set up or organize light receptions for Open House events.
 - Maintain an admissions database.
 - Coordinate with prospective applicants for parent interviews, classroom observations, shadow days, and individual open houses.
 - Send enrollment documents to applicants.
 - Request school records for new students.
- Teacher Development
 - Arrange travel (airfare, hotel, car, etc.) for teachers to attend ASI Institutes, Conferences, and Internships.

- Finance
 - Assist with expense reports, ensure receipts are included, obtain appropriate signatures, write checks, and file.
 - Pay invoices in a timely manner.
- Newsletter
 - Create content for the weekly Newsletter.
 - Format, edit, and post newsletter in coordination with the Director of Operations.
- Personnel
 - Document employee sick days.
 - Process new employee paperwork.
 - Receive time-off requests and serve as the primary substitute-teacher scheduler.
- Volunteers
 - Work with the PVA coordinator and admin to support school programs and events.
 - Assist in recruiting volunteers for events, as needed.
- Communications
 - Maintain a current database of school contacts.
 - As directed by the Headmaster or other Directors, send parent communications via FACTS SIS or Gmail.
 - Prepare, print, and disseminate physical and electronic correspondence.
- Community Events
 - Assist with all needs related to school events (staff or parent meetings, in-services, etc.).
 - Create and distribute flyers and programs for events.
 - Assist in arranging food, beverages, setup, and takedown.
- Health and Safety
 - Maintain emergency materials/bags for classrooms.
 - Provide general health and first aid assistance as needed (see Student Support).
 - Plan and document monthly emergency drills.
 - Arrange for staff CPR, health & safety, and Active Shooter trainings.
 - Obtain immunization records and report to the Health Department.

The Augustine Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, scholarship and loan programs, hiring of faculty and staff, and athletic and other school-administered programs.