



## PERIMETER SCHOOL

### ASSISTANT TO THE HEAD OF SCHOOL Job Description

**DEPARTMENT:** Perimeter School  
**REPORTS TO:** Head of School  
**DIRECT REPORTS:** Substitute Teachers  
**POSITION TYPE:** Full Time, Exempt

**PURPOSE:** The primary purpose of this position is to serve in a ministry support role to the Head of School, helping him to accomplish his goals. This position requires a servant's heart capable of working under limited supervision to manage and oversee a wide variety of projects related to the administration, personnel, and operation of the school.

#### RESPONSIBILITIES:

##### HEAD OF SCHOOL SUPPORT

- Clearly understands, communicates, and advocates the philosophy of the school as needed in response to internal and external inquiries
- Deals diplomatically with all persons and maintains strictest confidentiality in all school-related matters
- Maintains calendar and provides meeting support as requested
- Prepares and coordinates weekly (and as needed) all-staff communications

##### HUMAN RESOURCE COORDINATOR

- Receives, vets, responds to, tracks, and distributes all school employment inquiries
- Completes screening and onboarding process and manages all personnel documentation required by church human resource and payroll departments
- Prepares and manages staff contracts
- Serves as substitute teacher coordinator

##### FACULTY AND STAFF PROFESSIONAL DEVELOPMENT

- Manages tuition assistance agreements
- Oversees and manages faculty and staff conferences including annual Child Light Schools (CLS) Teacher Conference, CLS Admin Retreat, semi-annual Administration Leadership Retreats
- Coordinates New Faculty Orientation, Faculty Pre- and Post-planning, Teacher In-services, Teacher Conferences, School Chapels and other All Faculty Meetings

##### RECORD KEEPING AND PUBLICATIONS

- Manages and gathers necessary documentation for annual accreditation process
- Maintains up-to-date database and distribution lists
- Prepares and maintains all annual school wide schedules
- Manages the master calendar and school policy handbooks

#### COMPETENCIES:

- Communications – ability to communicate effectively with coworkers, faculty, staff, parents, and students – maintaining caring yet professional image and utilizing effective writing skills
- Planning – able to look at big picture, gather data, compile necessary information, and prepare a list of tasks to accomplish the end-result.



## PERIMETER SCHOOL

- Administration – Attention to detail on all correspondence and communication
- Prioritization – Ability to prioritize and manage tasks from Head of School and other staff members as needed
- Initiative – Takes initiative to follow-up on needed actions
- Policies and Procedures – Ability to learn specific policies and procedures quickly and apply them with good judgment in a variety of procedural matters without immediate supervision

### REQUIREMENTS:

- Servanthood – Serve with a positive attitude. Willing to help other staff when needed
- Loyalty – Loyal to school leadership and philosophy, publicly supporting all decisions
- Discretion – Ability to handle sensitive information
- Technical Skills - Strong computer and software skills (Microsoft suite, Outlook, Excel, etc.)
- Two years' experience in general administrative duties
- Experience in schools or other educational institutions
- College degree with courses in business, educational administration, or human resources
- Extensive knowledge and experience within Perimeter School, having served in various capacities including school parent, room parent, and/or school ministry team member
- Perimeter Church membership

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

---

Human Resource Signature

---

Date