

ACADEMICS ADMINISTRATIVE ASSISTANT

7301 Sardis Road – Charlotte, NC 28270 – (704) 366-5657 – (704) 366-5678 Fax – www.charlottechristian.com

Reports to: Director of Academics
10.5 month position

General Qualifications:

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Bachelor's degree preferred.
4. Minimum of 3 years' experience in an educational admissions setting preferred.
5. Database management experience required.
6. Evidence of strong organizational, communication, interpersonal and technological skills.

Primary Responsibilities:

The ideal candidate will:

- Serve as data specialist and administrative assistant for the office of academics
- Provide data and administrative assistance with the departmental budget, student accommodations, teacher licensure, school-wide testing, professional development, master calendar, space reservation, and on-site tutoring.
- Provide recommendations and facilitate the development of filing and reporting systems as it relates to all aspects of data management and data use in the office of academics
- Monitor, maintain and develop reporting systems to support Senior Leadership requests
- Maintain filing system and record-keeping for students with academic plans
- Work with the academics team in preparations for all academic events (to include, but not limited to: professional development, accreditation visits, ERB testing, etc.)
- Represent the office of academics through phone, e-mail and in one-to-one opportunities
- Assist students and parents while visiting the office of academics
- Assist the academics team, as needed, to ensure the smooth and effective operation of the department
- Plays an active role in tutor coordination and communication such as record-keeping, family-tutor connections, session scheduling, and other responsibilities associated with on-campus tutoring
- Assists with organization, record keeping, and other responsibilities associated with student academic plans, student accommodations, and psychoeducational evaluations

Personal and Professional Profile:

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling and exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

Mission Statement: Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.