



JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

908 N. Prospect Avenue | Champaign, IL 61820 | Phone 217.359.1701 | Fax 217.359.0214 | www.judah.org

Assistant to the Leadership Team

Job Purpose

To provide support of the leadership team and athletic director at Judah Christian School.

Position Summary

The assistant to the leadership team will perform organizational and secretarial tasks related to the divisions, business manager, advancement director, and athletics as directed by these team members.

Qualifications

A fellow Christian who supports without reservation the Judah Christian School Statement of Faith; Preferred experience in organization/secretarial functions; Possesses necessary organizational and office management skills; Proficient in Microsoft Office, and preferred experience FACTS and/or GoogleDocs systems; Can effectively communicate via spoken word, phone, email, etc.; Demonstrates ability to set priorities and handle multiple projects; Willingness to work as a member of a team, as well as the ability to work independently as needed; Able to work with high level of integrity and confidentiality; Excellent organizational skills with a keen attention to detail.

Responsibilities

Routine Duties for the Leadership Team:

- Attend weekly meetings
- Publish the weekly Judah Blast
- Order supplies
- Prepare purchase orders
- Perform monthly credit card allocation report
- Maintain files in Employee Share drive and Admin Share drive
- Maintain faculty and staff roster
- Assist faculty with the ACSI certification process
- Serve as the ACSI Activities Coordinator for the school, providing support for each event and keeping up with responsibilities and deadlines
- Prepare awards for each division in consultation with principals, as well as details for promotion and graduation ceremonies
- Assist in planning future school calendars
- Produce materials for marketing and enrollment
- Assist with preparations for Achievement Testing
- Create and publish programs for various Judah events throughout the year

- Assist with the hiring process

Summer Duties:

- Assist with updating all division handbooks
- Update Judah plaques and senior class picture
- Update and prepare all Crisis Management materials
- Assist with Back-to-School Picnic planning
- Update Preschool and Elementary Master Specials Schedule
- Prepare school supply lists
- Prepare dismissal cards
- Update signage throughout the building

Athletic Duties:

- Update the Sports Information Packet
- Process all athletics paperwork and maintain files
- Assist with preparing rosters, enrolling, and billing processes for each team
- Enter information in Schedule Star and FACTS
- Prepare awards for student-athletes
- Prepare and process cashboxes for athletic events
- Prepare programs for games and special events
- Order supplies
- Prepare purchase orders

Working Hours

This position is full time with a 12-month contract.

Supervisor

Superintendent