



JOB DESCRIPTION FOR LOGIC SCHOOL EXECUTIVE ASSISTANT 2022-23

CLASSIFICATION: Exempt

REPORTS TO: Logic School Headmaster

DATE: May 17, 2022

Purpose

The purpose of this position is to support Logic student achievement by performing a variety of administrative functions in support of the Logic Schools' (LS) missions. Acts in tandem, and when required, in the stead of the Headmaster in support of faculty, substitute teachers, extracurricular activities, volunteers, students, and LS families.

Summary

The Logic School Executive Assistant provides general oversight for the administrative aspects of Logic School ensuring smooth day-to-day operations. This includes management of LS student academic records and schedules, providing faculty support and general office administration, and development and coordination of LS social events and field trips. This position is responsible for entering into financial contracts on behalf of the School and field trip service providers. This position also performs confidential administrative tasks in support of the LS Headmaster.

Supervision Received and Exercised

Employee receives direction from the LS Headmaster. Methods of performing tasks are left to the judgment of the employee with the Headmaster offering occasional instructions, advice, and direction as requested by the employee. The work may be reviewed upon completion.

Work Schedule

This is a full-time, year-round position of 40 hours per week. In general, the workday is 7:30 a.m. to 4:00 p.m., five days a week. However, as an exempt employee, the employee is expected to work beyond the workday to perform duties outlined in the job description and as assigned. During the summer months, the workday may be reduced as the workload allows.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions	Percentage of Time Spent
<p>Spiritual Leadership</p> <ul style="list-style-type: none"> • Study the Bible, God’s only written Word • Skillfully articulate the personal/ethical implications of a lifelong faith commitment • Measure knowledge against the standard of God’s revealed truth in Scripture • Actively participate in the explicitly religious components of the student and community programs • Demonstrate an overt commitment to the life of a church and its core traditions • Respect the School’s Christian mission and values, and aid students in Christian formation by exemplifying Christian living, both in and out of the office • Be a positive role model for students by supporting the School’s Statement of Faith and exemplifying the Portrait of a Geneva Teacher • Perform duties as a minister and steward of the Christian faith 	<p>These job functions are performed concurrently with those listed below.</p>
<p>LS Office Administration</p> <ul style="list-style-type: none"> • Help plan the weekly LS teacher meeting • Ensure curriculum, classroom supplies, office supplies, and equipment are readily available • Establish and maintain professional and approachable atmosphere in LS office • Enter into financial/purchasing contracts with vendors for various school functions and field trips • Set up and take down microwaves, brooms, and cleaning supplies needed for LS lunchroom cleanup • In cooperation with the LS Headmaster and RS Headmaster/Executive Assistant, oversee testing process for ERB tests, National Latin Exam, and PSAT • Liaison with Admissions for the scheduling of prospective student testing, shadow days, and interviews • In cooperation with the LS Headmaster, monitor and maintain master LS calendars • Oversee desktop publishing; create and develop visual presentations; special event programs, award certificates, etc. 	<p>35%</p>
<p>Student Behavior</p> <ul style="list-style-type: none"> • In the absence of the LS Headmaster, and in coordination with the LS Dean of Girls, counsel students concerning behavior and administer in-school punishment that does not require parent notification 	<p>10%</p>

Essential Job Functions	Percentage of Time Spent
<p>Manage LS Student Academic Records</p> <ul style="list-style-type: none"> • Check grades are accurate for the posting of report cards • Document end-of-quarter tallies for absences/tardies, extra-curricular activities, Faculty Commendations, and Headmaster's List • Edit and distribute all At-Risk Reports • In cooperation with the Headmaster and Dean of Girls, record demerits, detentions, and phone confiscations 	20%
<p>Manage LS Student Schedules</p> <ul style="list-style-type: none"> • In cooperation with Headmaster, create teacher/class schedules, finals schedules, and modified schedules • Register students for classes and summer school • Schedule student and group yearbook photo days • Assign class lists, Devo rosters, and lockers 	10%
<p>Support Faculty</p> <ul style="list-style-type: none"> • Set and follow-up on key deadlines, dates and critical information • Update and assemble Teacher Manuals and Emergency Manuals • Serve as liaison with maintenance personnel • Create teacher duty rosters • Collect syllabi and peer evaluations • Order, organize, and distribute all supplies needed for upcoming school year to teachers for student use throughout the academic year • Publish summer reading and student supply lists 	15%
<p>LS Social and Academic Events</p> <ul style="list-style-type: none"> • Project manager for: <ul style="list-style-type: none"> • Back-to-School Night • Field Trips • 7th Grade Cotillion • Service to Hill Country Daily Bread • LS Jogathon Collections • Spelling Bee • Geography Bee 	10%

Essential Job Functions	Percentage of Time Spent
<p>Professionalism</p> <ul style="list-style-type: none"> • Demonstrate commitment and loyalty to the School and the teaching profession through speech, punctuality, dress, attitude, and attention to duties • Present a consistent and reliable demeanor to students, parents and colleagues • Collaborate with staff, co-workers, and administration in a cooperative, professional atmosphere • Accept constructive feedback to affect personal and professional growth • Develop and maintain professional competence and continuous improvement through active participation in professional development activities and/or professional organizations • Attend and participate in faculty meetings and staff development activities, as required • Comply with the policies in the Geneva School Employee Handbook • Perform other duties as assigned 	<p>These job functions are performed concurrently with those listed above.</p>

Essential Requirements

- A disciple of Jesus Christ and as such, one who models a love for God through obedience to His Word; such obedience is evidenced through convictions, lifestyle and worldview
- A full and unreserved supporter of the School’s Statement of Faith
- Knowledge of and experience with the philosophy of classical Christian education
- A person who has strong interpersonal skills, with a genuine interest in working with people
- Two years of experience in an administrative position for a school
- Mentor comfortable discipling middle school students

Required Abilities

- Exhibit consistent Christian maturity
- Independently plan and efficiently manage school office functions
- Coordinate and supervise the work of others
- Maintain highest level of confidentiality in all matters relating to staff, students and families
- Exercise diplomacy and tact and maintain a high level of professionalism
- Work effectively with a service-oriented attitude in a busy school office setting subject to frequent interruptions
- Multi-task with the ability to adapt quickly to changing situations
- Take independent action where required and handle unique problems
- Prepare and maintain complex records and prepare periodic reports from such records
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand, interpret and apply Geneva School policies, procedures, and regulations affecting School operations and programs
- Communicate clearly and concisely, both orally and in writing
- Meet pre-set deadlines
- Make decisions in emergency situations with or without the input of the Headmaster

- Know and understand safety procedures including training in first aid and CPR

Required Technical Abilities

- Proficient in MS Office suite and Outlook
- Type at a speed necessary for successful job performance

Preferred Experience and Abilities

- A holder of a Bachelor's degree or its equivalent
- Five years of experience in an administrative position for a school or non-profit organization
- Experience in a Classical Christian school setting
- Experience with RenWeb (used for Admissions record tracking, communications, etc.) and ParentSquare (used for general communications with students and families)

Work Environment

- Office on open school campus

Physical and Mental Requirements

- Close visual acuity for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing: ability to perceive sounds at normal speaking levels with or without correction
- Speaking: expressing ideas by means of the spoken word to convey instructions to students, parents and other employees
- Occasional lifting of 5 to 30 pounds
- Ability to access other school classrooms and offices on campus
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting as needed
- Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.