Level Administrative Assistant to the Fine Arts Department
Job Description

General Description

Job summary: Level Administrative Assistant to the Fine Arts Department
Hired by: Head of School
Responsible to: Fine Arts Division Head
Evaluated: Annual written evaluation conducted by the Fine Arts Division Head
Type of position: Full-time position, annually contracted

Target Staff Profile

• Personally committed and loyal to ACA. Demonstrates a clear understanding and commitment to the By-Laws (including our statement of faith), mission, vision, core values, philosophy, and graduate profile of the school.
• Models Christian values. Routinely shares and models personal testimony while pursuing the best reputation for integrity, spiritual leadership, unity, ministry, and grace at school, in a Bible-believing Christian church, at home, and in the community.
• Appreciates Christian Education and is committed to helping ACA meet the instructional needs and overall wellbeing of all students.
• Builds relationships of trust and consistency. Communicates effectively with students, parents, peers, and administrators.
• Contributes to a culture where academic, artistic, and athletic achievement is esteemed.
• Demonstrates a collaborative style of work, and a spirit of problem-solving, envisioning, and joy in service.
• Maintains a safe and orderly work environment.
• Is prepared each day. Responds to unforeseen challenges or situations with the proper attitudes and actions.
• Respects the diversity of students, including their race, denominational persuasion, ethnicity, and socio-economic status.

Required Confessional and Spiritual Qualities

It is expected that all staff:

• Acknowledge Christ as Savior and seek to live a life grounded in grace and obedience to Him.
• Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—the standard for faith and practice (Article II, ACA By-Laws).
• Believe and actively support the By-Laws of Asheville Christian Academy (*attached*).
• Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual service to others.
• Stand as Christian role models in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God’s biblical standards for sexual conduct (ACA Lifestyle Statement/Declaration of Moral Integrity).
• Demonstrate the fruits of mature Christians, have a knowledge of Scripture, and a fundamental understanding of key doctrines covered in the By-laws.
• Have a Christ-centered home.
• Actively participate in a local Bible-believing church.

**Required Professional Qualities**

It is expected that all staff will:

• Demonstrate a reasonable level of computer literacy and have basic proficiencies in Microsoft Office, Outlook, accessing the Internet for instructional purposes, and use of ACA’s school communications and management software.
• Possess evidence of other adequate preparation, background, or experience as determined by the supervising Director or Administrator.
• Clearly articulate a Biblical philosophy of education
• Maintain a professional appearance indicative of a Christian role model of cleanliness, modesty in dress, words, and actions consistent with school policy and the teachings of scripture (Philippians 4:8-9).

**Required Personal Qualities**

It is expected that all staff will:

• Sign and live cheerfully by the ACA Lifestyle Statement (*attached*) as a condition for employment and continued employment in this ministry.
• Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Prov. 22:6, NIV).
• Develop and maintain rapport and effective communication with students, parents, and staff by demonstrating a servant’s sensitivity and treating others with courtesy, patience, dignity, respect, and a good sense of humor.
• Defend scripturally grounded principles and convictions in the face of pressures and partisan influences, but with gentleness and grace toward others (I Peter 3:15).
• Acknowledge mistakes and weaknesses and take measures to correct, grow, and improve.
• Respect and be loyal to those whom God has placed in authority over them.
• Learn the story of ACA, its history, and culture in order to make ACA a community of grace.
• Maintain a lifestyle that is consistent with a Christian role model, including the outward demonstration of joy, love, mercy, modesty, good taste in conversation and entertainment, and overall consistency with ACA policy.
• Demonstrate the spiritual stability to maintain a vibrant Christian walk, publicly and privately, during good times and hard times demonstrating an objectivity and optimism grounded in the providence and sovereignty of God.
• Demonstrate love and compassion for children.
• Express an attitude of grace toward one's self and to others.
• Demonstrate an understanding of the importance of discernment, discretion, and confidentiality in the operation of the classroom and school community.
• Be an enthusiastic and encouraging visionary for Christian education and a high-energy self-starter.
• Cooperate and work cheerfully as members of this Christian community.

**Essential Job Functions—Accountabilities**

**Spiritual Leadership**
• Reflect the chief end of the Christian, which is to glorify and honor Christ in every work responsibility, and to enjoy Him in the process.
• Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
• Follow the Matthew 18 principle in dealing with all conflicts involving students, parents, staff, and administration.

**Organizational Leadership**
• Maintain an orderly work environment.
• Show up on time for work, meetings, duties, and conferences.
• When necessary, coordinate schedules and events with other faculty.

**Professional Leadership**
• Seek and accept constructive evaluation of her/his job performance.
• Follow the guidelines and policies set forth in the Professional Standards.
• Maintain exemplary relationships with students, fellow staff members and parents.
• Follow the chain of command.
• Seek to be peacemakers. Follows the Matthew 18 principle.

**Specific Qualifications: Knowledge, Skills and Abilities**

**Professional Characteristics**
• Creates a professional atmosphere in the office area.
• Cheerfully works with the expectations of the Professional Standards.
• Understands and is ready to implement action with respect to the Crisis Management Plan.
- Is able to maintain confidentiality with sensitive information.
- Understands the basic philosophy and function of ACA in order to answer inquiry questions and give tours of the facility if needed.

**General Characteristics**

- Strong computer skills particularly with the Microsoft Office suite.
- Familiarity with Adobe Create Cloud programs (primarily InDesign), or a willingness and capacity to learn.
- Is able to multi-task phone calls, help desk and electronic communications.
- Manage files and multiple tasks/projects.
- Is courteous and helpful.
- Has excellent phone skills and demeanor.
- Can work swiftly, with accuracy.
- Is a self-starter. Is able to find new areas of work when existing tasks/projects are completed.
- Is a team-worker. Seeks to build others up through positive communication and providing work support for those who are burdened.
- Supports and understands Christian education and the mission of the school.
- Has a high view of personal excellence in job performance.
- Will perform any reasonable tasks that may be deemed necessary in order to maintain a professional, fully functional and organized working environment for administration, staff, students, and the public.
- This persona is able to integrate the Bible as it applies to the work of an administrative assistant (in ethics, interpersonal relationships, diligence in work habits, Christian charity).

**Working Relationships**

- The administrative assistant to the fine arts department will be under the direct supervision of the Fine Arts Division Head.
- The administrative assistant will work in unity and coordination with other office staff.
- The administrative assistant will respond to the request for assistance by the business office and the head of school office.
- The administrative assistant will train and assist the faculty and other staff in the use of office machines.
- The administrative assistant will respond to the request for assistance by the chairman of the ACA board or other level administrators, when appropriate.

**Evaluation of Performance**

All evaluations will be conducted by the Fine Arts Division Head.

- Evaluations will be conducted at the sixth week from the start of the position, and then at twelve months, or at another interval as determined by the administration.
Standards for evaluation will be based upon the job description and the contents of the contract and Professional Standards as they apply to the administrative support staff.

Fine Arts Support Duties

1. Administrative Assistance
   - Assist the Director of Fine Arts in everything
   - Manage band and choir performance attire
   - Manage sponsorships alongside the development office
   - Plan and schedule all needed Fine Arts transportation
   - Assist Director of Fine Arts with trip planning and reservations
   - Maintain and organize Fine Arts inventories
   - Maintain and organize Fine Arts storage spaces
   - Maintain the Fine Arts files and documents
   - Collect and maintain an archive of photos from each FA event
   - Assist with the management of Tri-M Music Honors Society
   - Assist fine arts teachers as able
   - Assist in the collection and organization of photos for the senior media presentation

2. Event Coordination
   - Taste of the Arts - Work with Director of Fine Arts to plan all aspects of the event that are not performance related, both in advance and during event.
   - Stage Productions (Fall Play, MS Musical, US Musical) – In many aspects, including house manager during all performances.
   - Gong Show
   - Concerts

3. Financial
   - Track and record all Fine Arts budget spending
   - Handle all money collection and managing related to Fine Arts events and activities
   - Make and manage purchases for the Fine Arts Department
   - Manage and maintain accounts with Fine Arts vendors
   - Prepare and maintain cash boxes prior to events, and deposit collected funds after events

4. Publicity
   - Create and distribute posters for all shows and events
   - Maintain Fine Arts social media
   - Plan and execute all-school and community emails
   - Create a Fine Arts specific email distribution list
   - Have t-shirts made for each of the three major productions, and performance shirts for middle school classes
   - Manage external publicity for concerts and theatre productions

5. Communication
- Be the primary communication source for all things Fine Arts
- Work with Director of Communications on all-school Fine Arts correspondence
- Send weekly rehearsal schedules for productions

**Upper School Office Support Duties**

This position is stationed in the upper school office and will work with the Administrative Assistant of the Upper School Office/Winterim Coordinator to ensure that the Upper School office is covered from 7:30 – 4:00 daily.

- Provide lunch coverage for the Upper School Administrative Assistant/Winterim Coordinator daily.
- Assisting any parent, student or faculty member in the upper school office at any time.
- Provide coverage in the absence of the Upper School Administrative Assistant.

**Main Office Receptionist Support Duties**

- Provide occasional coverage for the Main Office Receptionist at the front desk when requested.

**Financial Remuneration and Benefits**

- Hourly pay will be determined at the time of hire and increased on an annual basis as per evaluations and budgetary funding.
- Sick Days: 10 per year as needed (see the Professional Standards for further detail).
- Personal Day: 1 to be requested of the Level Administrator.
- Professional Day: 1 to be requested of the office manager (an additional day may be requested for a possible 2-day training conference).
- Retirement Benefit: The school will contribute 4% of the employee’s gross salary to a 401(k) plan and will add an additional 1% if the employee contributes at least 1%.
- Health Insurance: Available upon request with the school assisting with the premiums.
- Refer to the Professional Standards for a complete listing of benefits.

**Benefits Package and Courtesies:**

- Professional Courtesy – Up to 25% for full time
- Health Insurance
- Retirement – 401-K after first year
- Professional Development
- Holidays and Sick Leave