



Job Description: Campus Administrator for Austin Classical School

SUMMARY DESCRIPTION

The Campus Administrator provides assistance and support to the Head of School, Senior Leadership team, faculty and staff to assure effective and efficient school operations. We are looking for a hardworking, detail-oriented person who is also responsible for processing and maintaining correspondence and financial information for the school and ensuring confidentiality of information, files, and records.

QUALIFICATIONS

Applicant must joyfully affirm the Austin Classical School [Statement of Faith](#) and have a minimum of a two-year degree in clerical/office management or five years' experience performing, at a high level, the duties and responsibilities associated with this position. The job requires proficiency with Google Suite (Docs, Sheets, Slides, Forms) and Microsoft Office, as well as an aptitude for learning new software. The candidate must possess strong communication, organizational, and problem solving skills and truly enjoy being around people.

DUTIES AND RESPONSIBILITIES

School culture and facilities:

- Maintain a joyful, helpful, professional attitude that contributes to the culture of ACS.
- Be a self-starter with a 'can do' attitude and a sense of humor
- Assist the leadership team with daily drop-off and pick-up procedures, as well as lunch duty. Help when needs arise during the school day.
- Open up and close down the building on school days.
- Facilities liaison for janitorial services including purchasing of maintenance supplies.
- Along with other administrative staff, help deal with any facility or janitorial one-off situations such as a leaking or overflowing toilet or basic janitorial needs from accidents.
- Plan and coordinate logistics for school events.
- Event setup and clean up (must be able to lift at least 25 lbs) including setting up for once-a-month facility meetings, setting up other campus common spaces for meetings, and overseeing other building logistics for events.
- Tuesday only duties when the receptionist is not on campus:
 - Graciously answer calls and welcome teachers, students, parents, and visitors as they enter the school.
 - Attend to injuries and sick students as needed.
 - Maintain a safe school environment by helping monitor outside doors and any visitor comings and goings.



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- Perform the following additional duties during the summer:
 - Answer phone, receive shipping, monitor front door
 - Set up clothing/curriculum closet once a week for families
 - Help with classroom set ups

Administrative Tasks

- Be an administrator of FACTS (school data management system). Learn the features of the systems and how best to use them for our school needs.
- Create and maintain digital files for school correspondence and records.
- Assist in creating weekly written communications to parents and faculty.
- Check mail at the post office twice per week.
- Track office and school supplies and purchase monthly needs.
- Maintain and monitor personnel files relating to time-off, training, and certifications.
- Maintain an accurate record of purchases. Make and record bank deposits. Submit reimbursement forms.
- Maintain substitute teacher lists and secure subs for teachers when needed. Complete paperwork so that subs are paid in a timely manner.
- Assist with faculty and staff onboarding.
- Verify school attendance (Upper School)
- Maintain the school Google and FACTS calendars.
- Assist with school technology.
 - Work with copier vendor for any/all maintenance issues.
 - Work with technology vendor to purchase new computers as needed and troubleshoot existing.
 - Maintain and monitor an accurate technology distribution system.
- Coordinate school wide lunch orders for three lunches per month.
- Oversee spirit wear ordering and coordination.
- Perform other duties as directed by the Director of Operations Support.

ON-CAMPUS REQUIREMENTS & COMPENSATION

The position is year-round (usually 4 days per week), and the salary compensates the campus administrator for all school-related work, including:

- Administrative work on campus Monday through Thursday from 7:00a-4:30p
- Monthly Friday faculty meetings, 8:00a-1:30p
- Several evening events per semester (Dates TBD)



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- Summer office hours are mostly Tuesday through Thursday with some Mondays and Fridays (TBD).

Work days will follow the school calendar each year, as well as Tuesday-Thursday through the summer. Vacation time will follow the school calendar which includes a week in the fall, a week at Thanksgiving, two weeks at Christmas, two weeks for spring break, and an additional two weeks in the summer. For other important dates & school breaks and holidays, please see the current [academic calendar](#).

The pay will depend upon the candidate's administrative experience and level of education. Salary range is \$45,000 - \$50,000.

REPORTS TO: Director of Operations Support

ABOUT AUSTIN CLASSICAL SCHOOL

[ACS](#) is a classical Christian, collaborative school that currently serves families with Pre-K through 12th grade students. Students are on-campus two to four days per week being taught by professional educators, and on remaining weekdays, they are at home completing assigned schoolwork under the guidance of their parents. If you are interested in joining the ACS Team, **send your resume and cover letter to Liz Brown at liz.brown@austinclassical.org.**

Campus location: 10500 Jollyville Road (at Great Hills Baptist Church)