



TEAM	School
POSITION TITLE	Support Staff – Administrative Assistant
REPORTS TO	Head of School
JOB SUMMARY	<p>The Administrative Assistant supports the mission of Olive Branch Christian School by providing essential administrative, admissions, and organizational support. This role manages admissions and enrollment processes, maintains student records and compliance, and assists the Head of School with scheduling, communication, and daily operations. The Administrative Assistant also coordinates community partnerships, supports development efforts such as donor communication and fundraiser oversight, and helps create a welcoming, Christ-centered environment for students, families, and visitors.</p>

ESSENTIAL FUNCTIONS

- Administrative Support
- Admissions & Enrollment
- Student Records & Compliance
- Community Partnerships
- Development Support
- Other Responsibilities

ADMINISTRATIVE SUPPORT

- Provide administrative support to the Head of School, including calendar management, meeting scheduling, and task coordination.
- Assist with communication as needed.
- Support school events and special projects through coordination, logistics planning, and preparation.
- Perform clerical duties such as filing, copying, scanning, and organizing documents.

ADMISSIONS & ENROLLMENT

- Oversee the admissions process from inquiry to enrollment, providing timely, warm, and professional communication with prospective families.
- Manage annual enrollment and re-enrollment processes in FACTS, ensuring accuracy and timely record updates.
- Track prospective student inquiries, follow-up communication, and admissions pipeline data.
- Prepare enrollment packets, acceptance letters, and onboarding materials for new families.
- Coordinate tours, assessments and parent meetings as needed.

STUDENT RECORDS & COMPLIANCE

- Maintain complete and accurate student cumulative files, including emergency contacts, immunizations, health records, and enrollment forms.
- Track and report student immunization, ensuring compliance in accordance with state guidelines.
- Oversee handling of student records for withdrawals, new enrollments, or school requests.
- Maintain attendance records and other compliance-related data.
- Support administrative reporting for accreditation, audits, and regulatory requirements.

COMMUNITY PARTNERSHIPS

- Serve as a point of contact for community partners, vendors, and service providers.
- Coordinate outreach efforts that strengthen relationships with local community, businesses, churches, and organizations.
- Coordinate partnerships and compliance related to federal Title Funds, including communication with district representatives, documentation collection, and scheduling required meetings or services.

DEVELOPMENT SUPPORT

- Assist with donor communication, acknowledgments, and correspondence.
- Support fundraising initiatives, including RaiseRight, annual giving, campaigns, and special events.
- Help track donations, maintain donor records, and prepare reports as requested.
- Support marketing and communication strategies related to development, including website updates, flyers, newsletters, and event materials.

OTHER RESPONSIBILITIES

- Uphold and model the mission, values, and Christ-centered culture of Olive Branch Christian School.
- Assist with school events, including setup, registration, RSVPs, and logistics.
- Provide general information and support to students, families, staff, and visitors.
- Participate in required trainings, staff meetings, and professional development.
- Perform other tasks and duties as assigned by the Head of School or administrative team.

TIME COMMITMENT: This is a 12-month, part-time, hourly position requiring consistent on-campus presence. Occasional evening or weekend hours may be required for school events, tours, or meetings.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required; additional training or certification in office administration preferred.
- Experience in school administration, admissions, or related fields is preferred.
- Experience working with children or families in an educational setting is a plus.

QUALIFICATIONS:

- A born-again Christian who aligns with the Church's Statement of Faith and Core Values and agrees to uphold these beliefs in daily practice.
- Although not required to be a member of Olive Branch Community Church, support staff must attend a Bible-believing church and demonstrate alignment with Olive Branch Christian School's mission and values.
- Strong organizational, communication, and interpersonal skills, with the ability to maintain confidentiality.
- Proficiency in Microsoft Office and school management systems such as FACTS and Raptor.
- Ability to multitask, adapt, and prioritize in a fast-paced environment.
- Willingness to undergo a criminal background check and complete annual training in Sexual Harassment and Child Protection.
- Ability to meet the physical demands of the position.

PHYSICAL DEMANDS:

- Sit, stand, and move freely within the office and school environment.
- Lift and carry up to 25 lbs. occasionally for event support or office tasks.
- Operate office equipment such as computers, phones, and printers.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors. The noise level in the work environment is usually moderate to loud.

OLIVE BRANCH EMPLOYMENT STATEMENT: This job description is subject to change, and all terms and conditions are subject to the Olive Branch Employee Handbook.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Signature

Date