



**JOB DESCRIPTION**

**Position:** Administrative Team Member & Summer School/Camp Director

**Reports to:** Headmaster

**Position Status:** Full-Time, Exempt

**Department:** Rock Academy

**Effective:** December 2012

**Replaces:** All Previous

**Posting Number:** RA-20-12

**Posting Date:** December 20, 2012

**1<sup>st</sup> Closing Date:** December 27, 2012

**Position Summary:**

The Administrative Team Member & Summer School/Camp Director will be responsible for performing a variety of duties to assist in the day-to-day operations of the Rock Academy office as well as coordinating and overseeing the Summer Camp and Summer School programs. Incumbent will report directly to the Headmaster.

**Job Responsibilities and Duties:**

**Summer School/Camp Director:**

1. Develops and implements all routines, schedules and procedures for summer school and camp operation. Establishes goals and monitors progress.
2. Trains, supervises and evaluates all faculty and camp staff, assigns staff duties.
3. Plans, coordinates and communicates class schedules, trips and activities.
4. Enforces all regulations pertaining to the health and safety of visitors, parents and campers.
5. Provides careful supervision of all children, including nurturing, discipline and/or instructional help as needed.
6. Creates and maintains overall department budget.

**Administrative Team:**

1. Performs general office duties, such as filing, mailing, copying, typing, organizing, answering phones, making general department phone calls and operating the nurse's station.
2. Conducts annual employee certification in First Aid & CPR and ongoing certification as needed throughout the year.
3. Assists Athletic Director as needed by supervising games, operating the shot clock, taking score, providing team stats and coordinating fundraisers.
4. Coordinates all after school extra-curricular activities.
5. Assists with special events and all ACSI competitions – Math Olympics, Spelling Bee, and Science Consortium, Jog-a-thon, Dinner Auction Gala and Graduations.
6. Assists with marketing, public relations, recruitment, and admissions by distributing brochures, visiting feeder schools, setting up and operating display tables for recruitment.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Headmaster.

### **Job Skills and Requirements:**

1. A minimum of 5 years experience in education or related fields is required or any combination of education and experience. Previous administrative experience required.
2. Strong oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
3. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software, digital graphics, web design and maintenance. Windows based software (Excel, Word, and PowerPoint).
4. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
5. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in-group problem-solving situations; strong team player who meets commitments.
6. Ability to recognize and maintain confidentiality as appropriate.
7. Self-motivated and flexible with the ability to work well under pressure and in a fast paced working environment with minimal supervision.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Successful completion of both a LiveScan and reference check.
4. Current CPR card required.
5. Regular attendee of a Bible believing Christian church, to be reviewed by Administration.
6. Attendance at all mandatory meetings (and events, as needed).
7. Signed acknowledgement of the Rock Church Statement of Faith.
8. Adheres to policies and procedures as stated in the Rock Academy Staff Handbook.
9. Pleasant and professional personality and appearance. Staff should set a good, modest example to students by dressing in "professional casual" attire.

### **Physical Requirements:**

Ability to function independently and speak clearly to small or large groups of all ages. Physically able to lift up to 25 lbs. (with or without assistance). This position also may require long periods of standing up and walking.

### **Employment At-Will:**

All employees of the Rock Church and Academy are at-will, as such, are free to resign any time without reason. The Rock Church and Academy likewise, retain the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church or Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.