



# Ventura Missionary School

## Dean Team Administrative Assistant Job Description

**Job Title:** Administrative Assistant  
**Reports To:** Dean of Academic Affairs  
**Classification:** Full Time Position – Administrative Level 3

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### Job Description

Ventura Missionary exists to live and share the transforming love of Jesus. The vision of Ventura Missionary is to help transform lives of children and adults by fostering a culture of love where the whole child experiences a practical foundation committed to academic excellence, social relationships, and spiritual development. The Dean of Academic Affairs will work alongside the Administrative Assistant to perform confidential administrative and operational support duties for an assigned Dean including faculty support; assist with projects and events; maintain records and reports; track program processes; and perform complex admissions tasks and testing procedures. This position will create an opportunity of service that will support all levels of our school's stakeholders.

### Primary Responsibilities

*This is a working list and may be adjusted at any time by the supervisor and VMC's mission and vision. The duties listed below are intended only as illustrations of the various types of work that may be performed. The VMS office team is expected to work as a team on most of the assigned tasks; collaboration is essential.*

- Provide administrative support to an assigned Dean using standard office software for correspondence, reports, schedules, instructional materials, calendar, spreadsheets, forms, and other documents.
- A liaison in coordinating matters between the Dean Team and VMC, faculty, staff, and representatives of outside agencies; follow up on various assignments to ensure that needed action is taken; perform routine to complex public relations duties over the phone and in person; respond independently to correspondence and email inquiries regarding a variety of department matters
- Make meeting arrangements; assist with special events; assist with setup and cleanup for various meetings and events; contact vendors for food orders, materials, supplies and audio-visual equipment; handle other meeting and event logistics including soliciting volunteers; work directly with the VMS Parent-Teacher Fellowship (PTF); field trip coordination, and teacher support.
- Assist the Dean of Academic Affairs and Director of Admissions with admissions testing and placement procedures. Assist with all aspects of the admissions process including scheduling, tours, and school hospitality while maintaining confidential information.
- Maintain records and communication of the Student Success Team who mentors students with academic and behavioral challenges.
- Assist the Dean Team with Social-Emotional growth of students, as needed, K-8<sup>th</sup> grades, working directly with the Student Success Team (SST).
- Assist the Dean of Academic Affairs with the Middle School leadership programs: School Ambassadors and Student Council opportunities for student growth.
- Able to substitute teach and/or cover classes, yard duty, and extended care for staffing issues, K-8<sup>th</sup> grades. Establish and maintain effective working relationships with all those encountered in the course of work.

## **Secondary Responsibilities**

*This is a new position (2022-2023) at VMS, as it develops the responsibilities below may become primary responsibilities.*

- Provide backup to other department staff as needed.
- May act as recording secretary for committees including posting agendas and minutes.
- Perform related duties as assigned.
- Apply VMC values to our school's principles, practices, concepts, and techniques used in customer service, public relations, and community outreach.
- Utilize Office administration and management practices and procedures and data gathering for reporting.
- Interact with common student needs and challenges applicable to area of assignment and/or concern.

## **Qualifications and Gifts**

The Administrative Assistant agrees with Ventura Missionary Church's Statement of Faith and agrees to employment subject to and conditioned upon a lifestyle consistent with that Statement of Faith. This position must have a philosophy of ministry that is aligned with Scripture, with our Statement of Faith, and with our Core Values and Vision. Spiritual gifts that are consistent with this role are: Leadership, Shepherding, Serving, Discernment, Hospitality, and Administration.

## **Knowledge, Skills, and Abilities**

1. Organize and oversee the day-to-day operations, maintenance, and activities of the department's administrative support.
2. Compose clear, concise, and comprehensive analyses, correspondence, reports, studies, agreements, presentations, and other written materials from brief instructions.
3. Establish priorities and work effectively and independently with many demands on time.
4. Analyze situations accurately and adopt effective courses of action.
5. Placement testing and analyzation of the annual standardized test outcomes and results.
6. Strong knowledge and becomes an expert resource on social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction suitable for VMS.
7. Has successful experience designing and delivering professional development.
8. Ability to work independently and in collaboration with other VMS teacher teams.
9. Possesses strong interpersonal skills and the ability to create productive and healthy relationships.
10. Demonstrates strong organizational skills with outstanding attention to detail.
11. Proficient in Google Classroom, MS PowerPoint, Word, and Excel.

**EDUCATION AND EXPERIENCE:**

Graduation from an associate degree program and at least three years of progressively responsible administrative support experience; or an equivalent combination of training and experience. Higher education in the field of education, school counseling, and/or school administration is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program. Credential(s) in degree program is preferred.

**CONTACTS:**

Dean Team, administrators, VMC employees, faculty, staff, students, and the public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending, and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse, and other control devices; ability to travel to various locations on and off campus as needed to conduct school business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, weekend and/or holiday hours are required on an as-needed basis.

**Relationships**

This position will report directly to the Dean of Academic Affairs and work alongside:

Dean of Student Affairs  
Student services Coordinator  
VMS Office Staff and Admissions Team  
VMS Teachers  
VMC Pastors and Ministry Directors  
VMC/VMS Security Team

Yard Duty Staff  
Extended Care Staff  
VMC Student Ministries  
VMC Children's Ministries  
Student Families (VMS and VMC)

## OTHER:

- Strong Communication Skills – written and verbal
- Ability to develop and implement new programs
- Experience collaborating with co-workers
- Research Skills
- CA Driver's License, to drive student groups to school/church related events
- Successful completion of fingerprinting process and criminal background clearance
- TB clearance
- Outlook, Microsoft Suite, Google Suite experience

The Dean of Academic Affairs will supervise the selection process for this position, in collaboration with the Dean of Student Affairs, the VMS School Board, and HR Department.

### **Compensation**

The compensation for this position will be determined based on established salary ranges for administrative assistant to the Dean of Academic Affairs.

### **Hours**

Monday through Friday / 30 - 40 hours per week

### **Appraisal and Review**

This position will receive a 90-day review and an annual review from the Dean of Academic Affairs and the Dean of Student Affairs. The reviews will be in a written form, using a review document approved by the HR Department. Each review will (1) set objectives and goals for coming year, and (2) review performance and objectives from previous year.

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This job description was created on 6/21/2022 / Dr. Ennis