



*Lake Mead Christian Ministries exist to make disciples of Jesus Christ through education and community.*

## **Lake Mead Christian Ministries (LMCM) Minister- Executive Assistant to the Director of High School**

**Job Type: Full Time**

**Department: Academy (High School)**

**Reports to: Director of High School**

**Compensation: \$30,000-\$33,000**

**Job Summary:** The LMCA Executive Assistant to the Director of High School is responsible for providing support to the Director of High School by handling various tasks that may arise. The Director of High School relies on the Executive Assistant to possess a keen awareness of the culture and the campus activity, and to communicate any inquiries, issues, and relevant information gathered while assisting the staff and students that are pertinent for the Director of High School to be aware of. The Executive Assistant will maintain a professional, yet friendly demeanor and seek to be available, responsive, and dependable for staff, student, and parent requests. The Executive Assistant may be called upon to complete any other closely related activities requested by the LMCA High School Administrative Team.

### **Required Spiritual Qualities:**

- Acknowledges Christ as Savior and lives life as His devoted disciple.
- Supports the LMCM Mission by making disciples of Jesus Christ through community.
- Demonstrates spiritual flourishing through personal disciplines of prayer, Bible study, and outreach to others.
- Believes the Bible to be the inspired and authoritative Word of God.
- Agrees with and actively supports the LMCM Statement of Faith.
- Shows evidence of the fruit of the Holy Spirit in interactions with people.
- Has a Christ-centered home.
- Attends and actively participates in an evangelical church.

### **Essential Job Functions:**

- Fields any incoming questions and concerns, if you don't have the answer find the answer
- Manages the director's calendar and schedules meetings with staff and parents
- Schedules semester classroom observations for director with all teachers
- Schedules semester one-on-one's for director with all teachers
- Frequently checks emails and chat communications for requests and tasks
- Pulls reports from FACTS as needed
- Creates spreadsheets for analyzing data
- Provides editing, branding, and proofing of documents
- Submits Microix payables and requisition requests, is familiar with proper budget codes
- Submits and verifies accuracy and approval of EWS entries for staff and substitutes
- Adds out-of-office and planned vacation dates for staff to the team calendar

*Updated March 12, 2024*

- Represents Director of HS at weekly calendar meetings
- Completes Calendar Change Requests and Event Forms
- Reserves rooms for meetings and events
- Enters work-orders for Buildings & Grounds requests
- Attends required meetings, take notes, follow up on action items
- Communicates CEU updates to ACSI Coordinator, keep record of PD training details and attendance
- Assist with professional development and staff meeting planning - room reservations, refreshments, food orders, delivery, set-up, clean-up
- Run student attendance and tardy reports, notify teachers of detention assignments and admin of attendance concerns
- Creates and send attendance letters
- Is knowledgeable of substitute roster, is familiar with subs, provides hospitality when they are on campus
- Schedules shadow days for new hires and interviews with director
- Assists with field trip requests - communicates fees with Finance Team, verifies volunteers and event schedule with Calendar/Events team
- Assists with weekly staff newsletter
- Adds new staff birthdays to director calendar
- Provides monthly staff and student birthday report for director
- Is aware of any content that may need to added to The Flight, coordinates with Communications Team
- Creates Parent/Teacher Conference Sign-ups, provide report of sign-ups for teachers
- Assists with preparations for Staff Orientation and classroom readiness
- Assists with Back-to-School reunion / open house - ensures all staff and rooms are ready, welcome families, be available for questions
- Assigns student lockers, obtain combo-lock info and enter data in Facts
- Creates picture days schedule, communicate to teachers and front desk, host photography team on campus and ensure timeliness of schedule
- Notifies teachers, coaches, front desk, and security team of disciplinary actions as needed
- Assists with NV Dept. of Education and ACSI updates
- Assists with updates to policy & procedure handbooks. Is knowledgeable of LM Policy & Procedures.
- Assists with the annual distribution and collection of completed Code of Conduct & Culture Statement forms for all secondary students
- Assists with curriculum inventory and ordering
- Assists with end of year classroom furniture count, supplies inventory and teacher check-out process
- Assists with graduation event and planning
- Assists with budget and expense report reviews
- Assists with student supervision in hallways and lunch-times downstairs as needed, creating supervision schedule for staff to share in supervision duties
- Is knowledgeable in the LM Culture of Discipline and Discipling students.
- Assists the Front Desk if necessary
- Proctors exams as needed
- Steps in for teachers if necessary when subs are unavailable
- **Other duties as supervisor deems necessary.**

#### **Experience/Knowledge:**

- Proficient in Google and Microsoft Office
- Has the ability to create spreadsheets for analyzing data.
- Has the ability to edit, brand, and proofread documents.

*Updated March 12, 2024*

- Is knowledgeable of LMCM Policy & Procedures.

**Qualifications:** High School Diploma

**Benefits:**

- Ministry-related tax benefits
- Accrued PTO and Sick leave
- Christian Healthcare Ministries (CHM.org) health care membership; Shared cost LMCM/employee
- Short and long term disability insurance; provided by LMCM
- \$25,000.00 life insurance; provided by LMCM; Additional life insurance to \$150,000/employee
- Vision Group Policy; at employee's cost
- Dental Group Policy; at employee's cost
- 403B matching and other retirement programs available
- Ministry Scholarship for LMCA and Lil' Eagles tuition; Reductions - First year 50% scholarship, additional years 5% until max of 70%