



## First Presbyterian Academy Greenville, SC

Job Title: Upper School Administrative Assistant
Supervisor: Upper School Principal
Subordinate(s): None
Part/Full-Time: Part-Time
FLSA Status: Non-Exempt

### POSITION OVERVIEW:

Reporting to the Upper School principal, the Upper School Administrative Assistant will strive to provide support to Upper School Administration in creating biblically centric and excellent education to students by pointing the students to Christ as he/she teaches through creating and implementing a flexible program and classroom environment favorable to age-appropriate student learning and development. In doing so, the Upper School Administrative Assistant will seek to provide a foundation for future learning and development that is grounded in a Biblical worldview, which develops character in students from varied backgrounds for a lifetime of learning and service.

### GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FPA:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
- Passionate about living out his/her calling through the Christian education of our children.
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- In agreement with the Statement of Faith and Personal Lifestyle Statement as found on the FPA website ([www.firstpresacademy.com](http://www.firstpresacademy.com)) page.
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
- A member in good standing at a local, evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

### QUALIFYING CHARACTERISTICS:

- Faithful in providing a Christian education marked by the biblical integration of faith and academic content.
- Dedicated to excellence in holding to high academic standards while meeting the various needs of individual students.
- Purposeful in providing a safe, inviting, interactive and well-managed office environment.
- Devoted to excellent communication and understands the importance of effective and professional communication with various constituents such as faculty/staff, administration, students, and parents.
- Committed to maintaining an appropriate degree of confidentiality and professionalism.
- Consistent in the use of technological resources to enhance the educational and college application process.
- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators.

### ESSENTIAL DUTIES:

- Assists the principal in planning, organizing, and management of the Upper School's activities and programs
- Assists the college counselor/registrar and student services coordinator in planning, organizing, and management of the Upper School's activities and programs.
- Maintains confidentiality by keeping sensitive and personal information confidential
- Serves as a resource for program information to parents, students, and teachers
- Performs a variety of secretarial tasks including word processing, proofreading, filing, and recording information
- Works with Registrar to maintain student records
- Assists with registration of new students
- Works independently; is task-oriented; follows instructions; meets deadlines; works well with others

### EDUCATION AND EXPERIENCE REQUIREMENTS:

- A minimum of an associate's degree

- Previous experience in a church or Christian school and/or training in biblical integration is preferred, but not required
- Possesses excellent communication and organizational skills
- Ability to understand and use Microsoft Office, Google Suite, spreadsheets and other computer programs efficiently

**PHYSICAL REQUIREMENTS:**

- Ability to evacuate students in the event of emergency
- Ability to sit, bend, stand, as needed in interactions with students
- Must be able to lift 15 pounds at times

Revised 03/12/25 by JR