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**Job Description: Office Assistant & Marketing Assistant**

**Location:** Metro Christian Academy

**Reports to:** Dewayne Coleman

**Role Type:** Administrative / Student & Family Services

**Mission of the Role**

The Office Assistant is the "face and heart" of the MCA front office. This multifaceted role ensures the smooth daily operation of the school by managing student records, coordinating high-profile events, and providing a welcoming environment for families, staff, and students.

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**Key Areas of Responsibility****1. Front Office & Communications**

- **First Impressions:** Greet visitors, manage multi-line phones, and monitor digital communication (GroupMe/Email) to provide timely assistance.
- **Creative Outreach:** Design and distribute the monthly newsletter and lunch menus; update the school website and assist with social media marketing.
- **Inter-Departmental Liaison:** Facilitate clear communication between the school office, church office, and teaching staff.

**2. Student Records & Enrollment**

- **Admissions Support:** Manage new student files, coordinate entrance testing, and facilitate shadow visits for prospective families.
- **Attendance Management:** Oversee the Sycamore attendance system, ensuring accuracy for daily records, tardies, and dismissals.
- **Documentation:** Process student records transfers, driver permits, excuse notes and proof of enrollment requests.

**3. Student Health & Safety**

- **First Aid:** Provide basic medical care for minor injuries and maintain the school's injury report logs.
- **Medication Coordination:** Securely manage student medications and maintain detailed administration logs.
- **Safety Drills:** Actively assist in the coordination and execution of Fire, Lockdown, and Tornado drills.

**4. Financial & Inventory Operations**

- **Accounts & Payroll:** Manage employee timesheets via TimeStation and work closely with the Accounting department on payroll and receivables.
- **Apparel Management:** Act as the "Shop Lead" by managing inventory, stocking school gear (polos, PE uniforms), and handling all billing and purchase orders.
- **Billing:** Process charges for TACS testing, early/late care, and various school fees within the Sycamore system.

## 5. Event Coordination & Projects

- **Field Trip Logistics:** Plan all details for off-campus trips, including transportation, cost estimation, and permission slips.
  - **Seasonal Events:** Assist in high-energy projects like "Valentine Sales" and the "Back-to-School Open House."
  - **Strategic Growth:** Assist in the transition to new school management software and cross-train with leadership to improve school systems.
  - **Parent Teacher Conferences:** Schedule Parent Teacher Conferences in conjunction with MCA staff and parents.
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## Ideal Candidate Profile

- **The Multitasker:** You enjoy a fast-paced environment where no two days are the same.
  - **The Organizer:** You have a "place for everything" and can manage complex filing systems and calendars with ease.
  - **The Communicator:** You possess a warm, professional demeanor and can write clearly for a school-wide audience.
  - **Technically Savvy:** Proficient in or willing to learn Sycamore, TimeStation, and basic web/social media tools, as well as the Google Suite.
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## Required Physical & Professional Skills

- High level of confidentiality and discretion.
- Ability to stand/move during event setups (Apparel tables, Open House).
- Basic understanding of financial processing and receipts.

**Note on Growth:** This position offers the opportunity to cross-train with the leadership team (Kendall) to gain a deep understanding of educational administration and systems management.

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