



JOB DESCRIPTION 2026

Title: Academic Administrative Assistant

Reports To: Director of Academics

Schedule: 40 hours a week

Status: Full-Time, non-exempt

OVERVIEW

The Academic Administrative Assistant provides administrative and operational support to the academic functions of Faith Academy in accordance with established priorities, policies, procedures, and guidelines. Working under the direction of the Director of Academics and in collaboration with principals, teachers, and other school leaders, the Academic Administrative Assistant helps ensure that academic operations are organized, accurate, timely, and effectively communicated.

The Academic Administrative Assistant is responsible for coordinating student attendance, academic records and reporting, substitute teachers, curriculum and instructional materials, academic schedules, faculty credential documentation, academic meetings and events, and other administrative functions assigned by the Director of Academics.

LEADERSHIP RESPONSIBILITIES

- Provide Christ-centered, biblically directed support to students, parents, faculty, staff, and school leadership.
- Support, model, and promote Faith Academy's Mission Statement, Vision, and Seven Pillars.
- Abide by and support all school policies and procedures as established in Faith Academy handbooks and administrative policies.
- Support the Director of Academics in carrying out the academic priorities and daily operations of the school.
- Promote organization, accuracy, consistency, and timely communication within the Academic Department.
- Maintain a professional, approachable, and service-oriented presence with students, parents, faculty, and staff.
- Anticipate administrative and operational needs and take appropriate initiative within the authority of the position.

- Maintain appropriate confidentiality and professional boundaries when handling student, family, faculty, and academic information.
- Demonstrate servant leadership by willingly supporting school needs both within and outside assigned departmental responsibilities.

ROLES AND RESPONSIBILITIES

Academic Communication & Coordination

- Assist the Director of Academics with correspondence and communication to faculty, parents, students, and other stakeholders.
- Clearly communicate established academic policies, procedures, schedules, deadlines, and expectations to teachers, parents, and students.
- Coordinate established parent notifications regarding student attendance concerns.
- Notify teachers when a student absence is recorded as unexcused.
- Inform the front office of academic, Student Life, athletic, and extracurricular activities that will result in students being off campus or absent from regularly scheduled classes.
- Facilitate communication between the Academic Department and other school departments regarding academic schedules, activities, records, and operational needs.
- Ensure academic communications are accurate, professional, timely, and consistent with established school policies.
- Refer questions requiring interpretation of policy, exceptions, or administrative decisions to the Director of Academics or appropriate administrator.

Attendance & Student Support

- Monitor and maintain student attendance records in FACTS each school day.
- Respond promptly to parent communication regarding attendance and make appropriate updates in accordance with established attendance policies.
- Ensure daily student attendance is entered and reviewed before automated attendance reports are generated.
- Maintain an accessible daily absence list for teachers and appropriate staff.
- Assist in monitoring patterns of excessive student absences and tardies.
- Provide excessive absence and tardy reports to the Director of Academics, Athletic Director, Director of Student Life, and other appropriate administrators every two weeks or as requested.
- Assist with scheduling and administering make-up testing during the school day.
- Refer attendance questions, exceptions, or circumstances requiring administrative discretion to the appropriate administrator.

Academic Records & Reporting

- Maintain accurate, organized, and confidential academic records as assigned.
- Generate academic reports as requested, including Dean's List, academic performance reports, attendance reports, teacher profiles, and other data-based reports.

- Assist with maintaining academic calendars, teacher calendars, placement testing schedules, finals schedules, make-up testing schedules, and other academic timelines.
- Maintain academic documentation required for school operations and accreditation.
- Assist the Director of Academics with gathering records, reports, and supporting documentation for accreditation and school improvement initiatives.
- Protect confidential student and academic information and provide access only to authorized individuals.

Faculty Credentials & Professional Development Records

- Maintain academic documentation of faculty degrees, teaching credentials, certifications, and other qualifications relevant to instructional assignments.
- Maintain records of faculty continuing education, professional development, and required academic training hours.
- Assist the Director of Academics in monitoring certification and professional development requirements.
- Notify the Director of Academics of missing, incomplete, or expiring academic credentials or required documentation.
- Generate faculty credential and professional development reports as needed for accreditation, administrative review, or academic planning.
- Coordinate with the Director of Operations when academic documentation must also become part of an employee's official personnel record.

Official personnel files, employment contracts, payroll documentation, employment applications, compensation records, and other Human Resources records are maintained by the Director of Operations or designated HR personnel.

Curriculum, Textbooks & Academic Materials

- Coordinate the ordering and distribution of curriculum, textbooks, teacher resources, and instructional materials approved by the Director of Academics.
- Coordinate with appropriate personnel to ensure textbook and curriculum information provided to families through the Faith Academy website or other communication platforms is accurate and current.
- Assist parents with textbook ordering questions and direct curriculum-specific questions to the appropriate academic administrator or teacher.
- Assist principals and academic leaders with maintaining, organizing, and storing academic inventory.
- Maintain appropriate records of curriculum and instructional material orders.
- Monitor academic and office supply needs and order approved supplies as necessary.
- Maintain appropriate stock of general Academic Department supplies.
- Assign and prepare faculty and staff mailboxes in the teacher workroom prior to the beginning of each school year.

Substitute Teacher Coordination

- Maintain a current list of approved substitute teachers provided through established school hiring and screening procedures.
- Coordinate substitute teacher assignments as needed.
- Communicate substitute assignments promptly to the teacher, substitute, and appropriate administrators.
- Ensure teachers provide lesson plans, instructional materials, classroom procedures, and other information necessary for substitute teachers.
- Prepare or provide access to lesson plans, class rosters, schedules, and other required materials for substitutes.
- Maintain accurate records of substitute assignments and hours worked.
- Submit substitute hours and required documentation to bookkeeping or the appropriate payroll personnel.
- Notify the appropriate administrator when substitute coverage cannot be secured.

Faculty Administrative Support

- Provide administrative support to faculty regarding established academic procedures, forms, schedules, supplies, and routine operational needs.
- Assist the Director of Academics with the academic components of new faculty onboarding, including academic calendars, curriculum resources, teaching schedules, instructional materials, and academic procedures.
- Coordinate with the Director of Operations or designated HR personnel regarding employment paperwork, contracts, keys, payroll documentation, and official personnel records.
- Assist new teachers in becoming familiar with Academic Department procedures, resources, and administrative systems.
- Direct policy interpretations, academic decisions, exceptions, and matters requiring administrative authority to the Director of Academics or appropriate administrator.
- Assist teachers with routine administrative needs so they can remain focused on instruction and student support.

Academic Meetings, Events & Calendars

- Assist with coordinating academic meetings, professional development, testing days, and school events as directed.
- Provide administrative and logistical support, including purchasing approved supplies, preparing materials, assisting with set-up, coordinating communications, and creating or ordering awards.
- Assist with academic and extracurricular events when requested.
- Coordinate assigned academic dates and deadlines with the school's master calendar.
- Help ensure teachers and appropriate staff receive timely information regarding academic meetings, events, schedules, and deadlines.
- Assist with preparing materials and documentation for faculty meetings, professional development, accreditation activities, and academic planning sessions.

Teacher Workroom & Academic Operations

- Help maintain an organized, professional, and welcoming teacher workroom.
- Monitor and maintain approved teacher workroom supplies, including basic hospitality and kitchen supplies.
- Assist with the organization and distribution of faculty materials, mail, curriculum resources, and other academic items.
- Identify recurring operational needs or inefficiencies and communicate recommendations to the Director of Academics.
- Support an organized and service-oriented Academic Department that allows faculty to focus primarily on teaching and student learning.

Front Office & Schoolwide Support

- Assist the front office when needs arise and primary Academic Department responsibilities permit.
- Provide additional administrative support during high-volume periods, special events, testing, registration, and other schoolwide activities as requested.
- Work collaboratively with other departments to promote efficient and unified school operations.
- Perform additional responsibilities assigned by the Director of Academics or Head of School consistent with the needs of Faith Academy.

SKILLS AND COMPETENCIES

- Demonstrate excellent written and verbal communication skills.
- Communicate professionally, accurately, graciously, and clearly with students, parents, faculty, staff, administrators, and outside vendors.
- Demonstrate exceptional attention to detail and accuracy, particularly when maintaining student, attendance, faculty credential, and academic records.
- Possess excellent organizational and time-management skills.
- Manage and prioritize multiple responsibilities, deadlines, and projects simultaneously.
- Demonstrate initiative and the ability to anticipate routine administrative needs.
- Exercise sound judgment and recognize when a matter requires administrative involvement or approval.
- Demonstrate strong problem-solving and research skills.
- Maintain proficiency with FACTS, Microsoft Office, Google Workspace, and other technology platforms required by the school.
- Handle confidential and sensitive information with the highest degree of integrity and discretion.
- Maintain professionalism and a positive service attitude.
- Work effectively and collaboratively as a member of the Faith Academy team.
- Demonstrate flexibility and willingness to assist with changing school needs.

SPIRITUAL & PROFESSIONAL EXPECTATIONS

- Possess and consistently demonstrate strong Christian character that is above reproach.
- Affirm and support Faith Academy's Statement of Faith and belief that the Bible is the infallible Word of God.
- Support and model Faith Academy's Mission Statement, Vision, and Seven Pillars.
- Establish professional and respectful relationships with students, parents, faculty, staff, and school leadership.
- Display the highest ethical and professional standards when working with students, families, employees, and confidential school information.
- Serve as a Christian role model by demonstrating humility, integrity, responsibility, grace, accountability, and a willingness to serve.
- Handle conflict according to biblical principles, including the principles established in Matthew 5 and Matthew 18 and Faith Academy's Conflict Resolution Policy.
- Support and model Faith Academy's expectations regarding the appropriate Use of the Tongue.
- Refrain from gossip, divisive communication, or conversations that undermine students, parents, employees, administrators, or the school.
- Maintain appropriate confidentiality while recognizing circumstances that must be reported to school leadership or appropriate authorities.
- Immediately notify the Head of School and other appropriate personnel or authorities when circumstances involve suspected child abuse or neglect, threats of self-harm, substance abuse, serious safety concerns, or other situations requiring mandatory reporting or immediate intervention.
- Support the Student Code of Conduct and reinforce behavioral expectations while referring disciplinary matters to the appropriate administrator in accordance with established school procedures.
- Demonstrate loyalty to and unity with the mission, leadership, policies, and biblical philosophy of Faith Academy.

EDUCATION & EXPERIENCE REQUIREMENTS

- High school diploma or equivalent required.
- College coursework, an associate degree, or business/administrative vocational training preferred.
- A minimum of two years of administrative or office experience preferred.
- Previous experience in a school, educational organization, church, ministry, or similar environment preferred.
- Experience maintaining confidential records and coordinating multiple administrative functions preferred.
- Proficiency with Microsoft Office and Google Workspace required.
- Experience with FACTS Student Information System or a comparable student information system preferred.

OTHER DUTIES

The Academic Administrative Assistant may be assigned additional responsibilities by the Director of Academics or Head of School consistent with the needs of Faith Academy and the individual's skills and abilities.

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of the position so employees can clearly understand what is expected of them. The description also provides information useful for recruiting, training, supervision, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of employees. This job description is not intended to inhibit employee creativity, initiative, or innovation and may be revised as necessary.

Faith Academy of Marble Falls will employ individuals of any race, color, and national or ethnic origin and does not discriminate on the basis of race in the administration of its personnel policies or procedures.