



A Ministry of Providence  
Church 1151 W. Granada Blvd.  
Ormond Beach, FL 32174

### **Providence Church Academy Director Assistant Job Description:**

The Director Assistant is responsible for providing comprehensive administrative and operational support to the Director, assisting in the planning and implementation of educational programs, managing schedules, record keeping, assisting with communications, and facilitating day-to-day operations within PCA while ensuring a supportive and collaborative environment for teachers, staff, students, parents, and volunteers.

#### **Responsibilities:**

##### **Administrative Support:**

- Facilitate in the day-to-day operations of PCA including the opening and closing of the school building from 7:30 - 3:15 or until all families have departed.
- Assist in managing the school calendar, scheduling, and coordinating communications with staff and parents.
- Help in managing student records, enrollment processes, and attendance tracking.
- Assist in preparing and printing materials for newsletters, workshops, and meetings.
- Provide support in coordinating substitute coverage.
- Assist in ordering and maintaining inventories of materials, texts, and supplies.

##### **Financial Management Support:**

- Assist the Director with billing, payments, and financial record-keeping as needed.
- Support the Director to prepare and manage the PCA budget.

##### **Program Support and Resources:**

- Help to ensure that learning materials and resources are available and maintained for classroom and teacher use.
- Provide support and resources to teachers, parents, students, and volunteers.

##### **Communication and Community Building:**

- Assist in effective parental communications.
- Facilitate in communications within the PCA community.
- Assist in development and distribution of PCA communications such as newsletters, announcements, social media updates, and other communications.

**Problem Solving and Conflict Resolution:**

- Address and resolve issues or conflicts while the Director is off campus.
- Mediate disputes between PCA community as needed. Refer any unresolved disputes to the Director.