POWER & GRACE PREPARATORY ACADEMY
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JOB DESCRIPTION

Administrative Coordinator

Type: Part-Time, Hourly
Note: Based on Experience and Qualifications

Overview of Job

An administrative coordinator helps the school run effectively and efficiently. Working with the Principal and front office, the administrative coordinator keeps student files in order, manages the school calendar, orders supplies, coordinates with vendors, and supports teachers with the schedules, paperwork, and deadlines that keep classrooms running smoothly.

Spiritual Requirements

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe and actively support the school's statement of faith
- Be a Christian role model in attitude, speech, and actions toward others
- Actively participate in a local Bible-believing church

Experience / Qualifications

High school diploma or equivalent required; associate's or bachelor's degree preferred. Must have a minimum of two years of administrative or office experience, preferably in a school setting. Must be skilled in Google Workspace (Gmail, Calendar, Drive, Sheets); experience with a student information system preferred, FACTS SIS a plus. Must be highly organized, able to manage several priorities at once, and able to handle confidential student, family, and staff information with discretion. Must complete a fingerprint-based background check.

Key Responsibilities

- Student records: Maintain complete, confidential student files, including enrollment documents, immunization and health records, and academic records
- Process new enrollments, withdrawals, and records requests, and keep student information current in FACTS SIS
- Calendar management: Maintain the school and staff calendars
- Schedule meetings, events, and deadlines, and make sure staff and families are informed in advance
- Supplies and ordering: Order classroom, office, and facility supplies within the approved budget
- Track inventory and receive deliveries

- Teacher support: Coordinate substitute coverage when teachers are out
- Track teacher paperwork and deadlines, including lesson plans, certifications, and required trainings
- Help teachers with day-to-day operational needs and route requests to the right person
- Vendor coordination: Schedule service with vendors and contractors for maintenance, technology, security, and other services
- Request quotes for the Principal’s approval and confirm work is completed
- Front office: Work with the receptionist to keep visitors, phone calls, and parent communications handled promptly and professionally
- Safety and compliance: Schedule and document safety drills and keep the emergency action plan current
- Track state and health department requirements, inspections, and deadlines, and alert the Principal before they are due
- Other duties: Assist the Principal with additional administrative tasks as needed