

SCHAUMBURG CHRISTIAN SCHOOL
Assistant Administrator Job Description

The Assistant Administrator at Schaumburg Christian School (SCS) functions as the Dean of Students, which includes responsibilities of managing student body activities in addition to being the key administrative disciple-maker by means of counseling and corrective discipline of the student body. This position is for a Christian who is currently attending a Christian, Bible-believing church.

Minimum Qualifications:

- Bachelor's Degree (Master's preferred)
- 5 yrs. experience in the field of education and counseling

Job Responsibilities:

- I. Administrator
 - A. Assist administrator in his duties as necessary.
 - B. Involve him in discipline situations as necessary.
- II. Parents
 - A. Communicate as often as possible:
 1. Face-to-Face and phone contact for preventative and corrective cases.
 2. Demerit Updates (emailed every time a student receives a demerit).
 - B. Counseling – Offer biblical guidance as often as possible in a wise and loving manner.
- III. Student Body
 - A. School Camp
 - B. Build relationships in class and the hall
 - C. Provide preventative discipline by modeling and counseling to encourage God-honoring behavior.
 - D. Provide corrective discipline (discipline that involves negative consequences) as necessary, but do not neglect counseling in lieu of consequences.
 1. Be prepared to counsel the child yourself.
 2. Request the aid of the pastoral staff, teachers, and counselors in the school.
 3. Track all warnings, demerits, probations, suspensions, and expulsions of the student body from 1st - 12th grade.
 - E. Student Activities
 1. The Student Body Council (SBC)
 2. Spirit Weeks and Days
 3. Community service and events
 4. School-wide spiritual emphasis