

Position Posting: Assistant to the Head of School

Heritage Christian Academy

Submitted by Communications Manager Matt Stephens

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School Overview

Heritage Christian Academy is a Christ-centered, college preparatory school in southern Johnson County, Kansas for students from preschool to 12th grade.

Our mission is to glorify God by serving Christian parents and their children while providing a high quality, Christ-centered educational program marked by academic excellence and the development of a biblical worldview and strong Christian character.

Position Overview

HCA is seeking a qualified candidate to serve as Assistant to the Head of School. Secondary responsibilities will include front desk reception, some graphic design and desktop publishing, and basic clerical work. Please review the attached job description for details.

Application Instructions

To apply, please submit a cover letter and resume with three personal and three professional references to Rick Lukianuk, Head of School, at richard.lukianuk@hcakc.org.

Heritage Christian Academy
16000 S. Black Bob Rd., Olathe, KS 66062
(913) 782-3262 • hcakc.org



Assistant to the Head of School

Job Description

Heritage Christian Academy is a growing, Christian school with two campuses. The Assistant to the Head of School will support primarily the Head of School (HOS) and secondarily the Business Administrator (BA) and Communications Manager (CM) in their day-to-day operations for the school. Although based at HCA's west campus, the Assistant will interact with staff at both campuses. This will be a 30–40 hour/week, year-round position that will require occasional evening work during major school events. Compensation will be commensurate with education, experience, and time commitment.

Responsibilities will include:

- Scheduling / calendar management.
- Front desk reception (answering phones, assisting students, parents, etc.) and other normal front office duties.
- Managing data via spreadsheets, paper and electronic files, and database software.
- Communicating with staff at both campuses to determine what events the HOS should attend and where he should speak or present.
- Drafting written communications for the HOS.
- Assisting HOS with administrative duties associated with the class that he teaches.
- Preparing for Board meetings (preparing reports, sending reminders, etc.).
- Offering suggestions for improving efficiency in the front office.
- Alerting HOS to issues concerning school families and facilities that may require his attention.
- Assist CM with desktop publishing and basic graphic design (details below).
- Assisting BA with clerical work related to HR and finances.

The successful candidate should:

1. Be a mature Christian who enthusiastically supports the mission of the school.
2. Be an active member of a church that is in alignment with the school's position on significant spiritual matters.
3. Be proficient with desktop publishing and office communications tools including Microsoft Office, Apple computer applications, and Google Apps (Gmail, Drive, Docs, Classroom, etc.) and willing to quickly learn other pertinent school software, such as RenWeb.
4. Have a working knowledge of graphic design fundamentals and software such as Adobe Illustrator, InDesign and Photoshop.
5. Be a mature, responsible individual who can meet and greet all individuals in a pleasant, courteous and respectful manner.
6. Be able to work in a busy atmosphere, prioritize activities while supporting the Head of School and Communications Manager on a daily basis.
7. Have a bachelor's degree or equivalent work experience in an office setting.