



ADMINISTRATIVE ASSISTANT

Location: On-site at Pathway Classical Christian

Position: Part-time / Full-time

About Us:

Pathway Classical Christian School is a private K-12 Christian school in Post Falls, ID, committed to providing a Christ-centered education that fosters academic excellence and spiritual growth.

Our Mission:

Alongside their parents, we disciple students: to provide tools to inspire, learn, and effectively communicate wisdom and Truth — to produce curiosity, awe, and fruits of the Holy Spirit, to prepare students of excellence to advance Christ's Kingdom until He comes again.

We are seeking a dedicated Administrative Assistant to join our team and support the operational and administrative needs of our growing school community.

Position Overview:

The Administrative Assistant will play a vital role in ensuring the smooth daily operations of Pathway Classical Christian School. This individual will be the first point of contact for parents, students, and visitors, representing the school with warmth, professionalism, and a Christ-centered approach. The ideal candidate will have strong administrative skills, a heart for Christian education, and a personal relationship with Jesus Christ.

Key Responsibilities:

- **Front Office Management:** Serve as the welcoming face of the school, providing a positive and professional first impression to all visitors and callers.



- **Administrative Support:** Manage daily office operations, including scheduling meetings, maintaining school calendars, and organizing files.
 - **Communication:** Handle incoming calls, emails, and messages with professionalism and promptness; ensure clear and effective communication with staff, parents, and students.
 - **Event Coordination:** Assist with planning and coordinating school events, parent-teacher conferences, and school-wide activities.
 - **Enrollment Support:** Maintain accurate student records, assist with enrollment processes, and provide support to families navigating admissions.
 - **Financial Support:** Assist with tuition payments, invoicing, and maintaining expense reports.
 - **Document Preparation:** Prepare reports, correspondence, and other documents as needed with accuracy and attention to detail.
 - **Support Staff and Faculty:** Provide administrative support to the Head of School, teachers, and other staff as needed.
 - **Problem-Solving:** Anticipate and address operational issues to maintain smooth workflows.
 - **Compliance:** Ensure all student records and school policies are maintained in alignment with legal and regulatory standards.
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Qualifications:

- A personal relationship with Jesus Christ and a demonstrated commitment to living out your faith.
- Proven experience as an Administrative Assistant, preferably in an educational or Christian ministry setting.
- Strong organizational skills with a high level of attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in office software (e.g., Google Workspace, Microsoft Office).
- Experience managing social media platforms and creating engaging content.
- Ability to work independently and prioritize tasks effectively.
- Professional, friendly, and approachable demeanor with a customer-focused mindset.
- A heart for Christian education and a willingness to support the spiritual and academic growth of students.



Why Join Us:

At Pathway Classical Christian School, you will have the opportunity to be part of a close-knit Christian community that values both academic excellence and spiritual growth. If you are passionate about supporting Christian education and thrive in a fast-paced administrative environment, we invite you to apply and join our mission.

To Apply:

Please submit your resume and a cover letter outlining your experience and faith journey to pathwayclassicalchristian@gmail.com.

Learn more about us at pathwayclassicalchristian.com.