

# CAMPUS COORDINATOR

## *Job Description*



### **EMPLOYMENT TYPE**

Full Time Working Hours

Monday - Thursday, 7:30 AM to 3:30PM

Friday, 7:30 AM – 12:30 PM

### **POSITION SUMMARY**

The Campus Operations Coordinator at Berean Christian Academy plays a vital role in cultivating a welcoming and well-managed environment for staff, students, and families. This individual supports the leadership team and faculty by ensuring smooth and efficient school operations through proactive planning, relational communication, and organized execution.

### **KEY RESPONSIBILITIES**

#### **1. Campus & Facility Operations**

- Serve as the on-campus point of contact for operational needs on class days.
- Oversee room reservations, scheduling, setup, and cleanup for classes and events.
- Coordinate with Katy's First Baptist Church regarding facility use and building calendar.
- Manage vendor relationships (e.g., Roadrunner Foods, Global Laser, Sparkletts).
- Monitor and enforce on-site safety procedures and emergency protocols.
- Oversee student drop-off and pick-up (carline procedures).
- Schedule and coordinate Campus Police Officer presence.
- Maintain organization of office and school entry areas.

#### **2. Administrative & Office Management**

- Maintain and update student attendance records, including check-in/check-out, tardies, and absences.
- Access and update FACTS (student data management system) as needed.
- Manage and maintain the staff and office calendar.
- Answer phones, respond to emails, and complete office and filing tasks.
- Print and distribute school-wide communication and event information.
- Maintain organized paper files and inventory of office supplies.
- Provide administrative support to the Blazer Parent Association (BPA).

#### **3. Substitute Teacher Coordination**

- Manage and support substitute teachers to ensure smooth classroom operations in the absence of regular staff.
- Schedule substitutes and serve as their primary point of contact.
- Provide classroom materials and lesson plans as needed.
- Ensure substitutes are informed and equipped to succeed.

#### **4. Event & Program Support**

Lead and/or assist with preparation and logistics for BCA's onsite events, including but not limited to:

- Parent Orientation Night
- Meet the Teacher
- Speech Meet & Spelling Bee
- Christmas Programs
- Prospective Parent Nights
- End of Year Programs & Graduation
- Grade-Level Feasts
- Garden School "Come and See" Coffees
- Theater Productions
- Teacher Meetings and Staff Inservice Days (weekly/monthly)

#### **5. Community Relations**

- Build and maintain positive relationships with students, families, staff, and faculty.
- Serve as a relational liaison between the school and the greater community.
- Promote and support the ministry and mission of BCA in all interactions.

### **QUALIFICATIONS**

- Strong oral and written communication skills.
- Proficiency in computer and office technology; experience with FACTS and Google Suites a plus.
- Highly organized with strong leadership and interpersonal skills.
- Able to manage multiple priorities calmly and effectively.
- Demonstrated discretion and confidentiality in handling sensitive information.
- Physical capability to perform tasks involving stooping, bending, lifting, and extended standing or walking.
- Bachelor's degree or equivalent experience preferred.
- Administrative and/or customer service experience preferred.
- Personal experience with Classical Christian education is a plus.

### **Spiritual & Cultural Expectations**

- Maintain a lifestyle aligned with Christian principles and the values of BCA.
- Display a proactive, solutions-oriented attitude with a spirit of excellence and grace.
- Represent BCA in a manner that glorifies God and promotes the school's mission.