



Concordia Lutheran High School

Fort Wayne, Indiana

Assistant to the Fine Arts Department Position Description

The Role and Function of the Assistant to the Fine Arts Department

The role of the Assistant to the Fine Arts Department is to work in conjunction with all members of this ministry for the purpose of accomplishing this ministry as follows:

Concordia Lutheran High School pursues Christ-centered educational excellence that equips individuals for lifelong learning and service as disciples of Jesus Christ.

To this end, and in accordance with the institutional values of

Academic Excellence
Christian Faith
Diversity
Mission Partnerships
Relationships
Servant Leadership

The following behavioral norms are expected:

1. Commitment to Christian Living (Psalm 37:5-6, Proverbs 16:3)
2. Display of Professional Behavior (Mark 9:35, Luke 12:35)
3. Recognition of the Value of All (Isaiah 43:1, 1 Corinthians 12:12-13)
4. Pursuit of Excellence (2 Corinthians 8:7, Philippians 4:8)
5. Participation in ongoing Professional Development (Romans 12:2, Hebrews 12:11)

The Positional Requirements

Education: High School diploma; Associate Degree preferred

Experience: At least two years demonstrated experience working with records, and/or assisting an administrative role.

Skills and Abilities: Ability to be detail oriented, efficient and able to prioritize. Strong organizational skills, and the ability to be productive in an environment with multiple facets. Flexible and excited to meet the demands of a varied routine. Strong communication skills, verbally and written, is a must. Familiarity and ability to work with Google Apps. Interface and execute processes and financial policies of the school's business office.

Accountability

The Assistant to the Fine Arts Department is accountable to the Fine Arts Department Leader of Concordia Lutheran High School for the organization and business of the Fine Arts Department in support of the Mission of Concordia Lutheran High School.

Salary and Benefits

Salary and benefits are established by the current compensation model, the employee benefits as

outlined in the current Employee Handbook and chosen by the employee, and the individual employee annual review of their professional development.

Term of Service

The Assistant to the Fine Arts Department's offer of employment shall span from August 1st through June 15th of each academic year, and exist on a part-time (20 hour per week average) basis. It is assumed that, given a positive performance review related to the professional development program, employment will be ongoing.