Job Title: Administrative Assistant/PE Teacher

Hilltop Family Christian Academy is a private educational institution that provides a nurturing and faith-based learning environment for students. This position is a part-time employment opportunity with a supportive office culture.

Key Responsibilities:
- Oversee the physical education program, planning and delivering engaging PE classes for students in two age groups.
- Maintain a safe environment during PE activities, ensuring students follow proper safety protocols and promoting fair play.
- Collaborate with colleagues to ensure effective communication and coordination of school events and activities.

Required Skills and Qualifications:
- Some college hours
- Strong organizational and multitasking abilities to handle administrative duties effectively.
- Excellent verbal and written communication skills to interact with students, parents, and staff members.
- Ability to develop age-appropriate lesson plans.
- CPR and First Aid certification, or willingness to obtain it, to ensure student safety during physical activities.
- Ability to edit school website when needed, process student applications, and process student payments in the Gradelink application.

Note: This job description is intended to provide a general overview of the position and should not be construed as a complete list of all responsibilities, skills, and qualifications required. Additional duties may be assigned as needed.