



## **Full-Time Early Education Administrative Assistant**

**Position Time:** July 29th, 2026 (for New Employee Orientation) and then the position starts full-time on August 3rd, 2026 - May 21, 2027

**Company Name:** Dayspring Christian Academy

**Job Type:** Full-Time (Monday-Thursday 7:30 am-4:30 pm)

**Pay Range:** \$15.61 - \$17.30 an hour, depending on experience.

**Benefits:** Standard DCA Full-Time Benefit Package (Health Insurance, Telemedicine, Dental Savings, Life Insurance, STD, LTD, 403b Retirement Savings, FSA (Dental & Eye only), FAMLI, and sick pay.

Effective with the 2026-2027 school year, eligible DCA employees scheduled to work at least 60% of a full-time position will receive 100% tuition assistance for their dependent children and/or dependent grandchildren attending Dayspring Christian Academy.

- This benefit is contingent upon the employee maintaining the required employment level and good standing throughout the school year, applies only to tuition (excluding fees, books, supplies, uniforms, and other costs), and is non-transferable.

**Education:** High school diploma

**Reports to:** Eryn Bryson, Early Education Director

**Required Travel:** 0-10%

**Location:** Greeley, Colorado, 80634, United States

**Application Deadline:** May 15th, 2026, or until filled.

### **Contact Information:**

If you are interested in this position, please complete a copy of the Dayspring Non-Certified Staff application, which you can obtain on our website [www.dayspringeagles.org](http://www.dayspringeagles.org), and submit it to Eryn

Bryson, Early Education Director, at [ebryson@dayspringeagles.org](mailto:ebryson@dayspringeagles.org). You will also need to submit the pastor's recommendation form, which is also on our website.

### **Description:**

The administrative assistant will support the Early Education Director with daily administrative tasks to ensure the smooth operation of the school. Responsibilities include answering phones and emails, greeting families and checking them in, maintaining student records, billing, assisting with enrollment and scheduling, organizing supplies, and supporting staff as needed. This role requires strong communication skills, attention to detail, and a friendly, welcoming attitude toward children, families, and staff.

### **Job Requirements:**

- Must be relational, encouraging, and evidence of a heart that is willing to serve.
- Must be a born-again believer and follower of Jesus Christ.
- Must love working with Pre-Kindergarten students and families.
- Must be sold on the ministry of Christian education and the mission of Dayspring Christian Academy.

### **Spiritual Responsibilities:**

- Affirm that he/she is a “born again” Christian who has received Jesus Christ as their personal Savior and Lord (John 3:3, 1 Peter 1:23).
- Give testimony that he/she has a sense of God’s calling to teach at Dayspring Christian Academy for the contracted school year (Romans 12:6-8).
- Demonstrate by precept and example the highest Christian virtue and personal integrity, serving as a Christian role model, both in and out of school, to students (Luke 6:40), parents, fellow staff members, and others (Colossians 3:17; Titus 2:7-8; 1 Thessalonians 5:18, 22-23; 1 Timothy 4:12).
- Faithfully fellowship at a local church whose teachings are in agreement with the school’s Statement of Faith.

### **Professional Conduct:**

- Participates in professionally related extracurricular activities (e.g., faculty meetings, parent conferences, professional development meetings, conferences and seminars, IEP meetings, school sponsored events, etc.)
- Maintains professional behavior in accordance with the Staff Handbook.
- Performs necessary clerical responsibilities (e.g., attendance records, lesson plans, responses to administrative communications, etc.)
- Demonstrates the ability to communicate effectively in both written and oral forms.

- Is in attendance and prompt to all school related activities (e.g., class, scheduled staff meetings, staff prayer, and devotion meetings, etc.)
- Reports student performance effectively to parents or guardians (e.g., parent notification forms, phone calls, parent conferences, etc.)
- Maintains positive professional interactions with students and parents.
- Maintains positive professional interactions with school personnel (e.g., cooperates, shares information, works as a team member, etc.)
- Is able to solve professionally related problems independently (e.g., Uses Biblical approach to problem resolution [Matthew 18] whether student-related, parent related, peer-related, equipment/supply related, facility related, etc.)
- Accepts evaluation and redirection and makes necessary changes or adjustments.
- Accepts change in a positive Christ-like and professional manner (e.g., implements new programs and policies, is willing to accept decisions made by others, etc.)
- Follows the school's policies and procedures.