

Administrative & Office Staff Responsibilities

Spartanburg Christian Academy

Headmaster

Robert McDonald

Oversees and administrates the entire ministry and operations of Spartanburg Christian Academy

Middle School/High School Principal

Jerry Boyd

Oversees all issues pertaining to 7th-12th grade students and teachers

Elementary and Intermediate Principal

Lacy White

Oversees all issues pertaining to 1st – 6th grade students and teachers

Preschool and Kindergarten Principal

Loulyn Turner

Oversees all issues pertaining to preschool and kindergarten students and teachers

- Teacher Certification
- School Accreditation
- Staff Development/Teacher Support

Athletic Director

Sean Rogers

Oversees all issues pertaining to athletics and coaches

Director of Advancement, Marketing and Enrollment

Jaime Nash

- Oversees fundraising and will advance current programs and create new programs that will ensure retention, growth and financial development
- School Tours

Administrative Coordinator and Curriculum

Wendy Bowen

- Current/Historical Grade Information, GPA Calculations, and Report Card Information
- PowerSchool
- Interim Reports, Report Cards and Transcripts
- School Schedules
- Assembly Diagrams
- SCA Master Calendar (process all requests)
- Field Trip Transportation

High School Guidance Counselor and High School Testing Coordinator

Tinsley Fain

- High School Student Advisement
- Guidance Counseling
- College Preparation
- Dual Enrollment Coordinator
- Senior Graduation

- Naviance
- SC Virtual School Coordinator
- Service Learning/Internships
- HS Course Directory
- Coordinate Josten's Senior Ring Orders and Ceremony for Juniors
- Coordinate Senior Pictures and Graduation Orders through Josten's
- HS Testing Coordinator (Standardized and ACT/SAT Onsite)

Assistant to the Headmaster

Julie Arp

- Assist Headmaster with tasks and calendar
- Human Resources (faculty attendance, payroll, personnel files, contracts, etc.)
- Awards
- Collect End of Year Info
- Furniture Needs
- Handbooks
- Keys
- School Board
- Staff Meetings
- School Improvement
- EAP & Drills
- Maintain Memberships
- School Credit Card

Administrative Assistant

Lisa Nusz

- Assistant to PK, Elementary, Intermediate and MS/HS Principals
- Admissions
- Student Activities
- Special Events
- Coordinates Volunteer

Athletic Assistant

Jennifer Moss

- Athletic Transportation Needs and Bus Drivers
- Athletic Schedules, seasonal and weekly
- Athletic Communication
- Game Day Admissions and Officials
- Liaison between school and WAC
- Coordinate Athletic Financials with SCA Financial Office
- Onsite and Offsite Athletic Events and Ceremonies

Financial Assistant

Janet Painter

- Monthly Billing
- Petty Cash
- Field Trips

Purchasing Agent and Office Assistant

Amy Blanton

- Invoice Processing
- Payment Processing
- Purchase Orders and Check Requests
- Various Office and administrative duties

International Student Program and Textbooks

Kathi Johnson

- International Home Stay Program Director
- Curriculum Research
- Textbook Purchasing and Distribution
- Elementary Testing Support
- AP Testing Support
- Guidance Counseling Support

Extended Care Coordinator

Deborah Kirkland

- Oversees SCA's Extended Care Program for 3K through 6th Grades
- Oversees Extended Care Employees
- Completes Necessary Employee and DSS Paperwork/Compliance
- Organizes Summer Camp including registration, activities, field trips and menus
- Coordinates Extended Care and Summer Camp Financials with Finance Office

Receptionist

Julie Game

- Answer phones and receptionist desk duties
- Attendance
- Tardies
- Gathering Homework
- Updating information in PowerSchool
- Updating Student Files
- Ingoing and Outgoing Mail
- Service Hours Coordinator