

Job Description 2022

Job Title: Administrative Assistant

Reports to: Principal

Salary: \$35,000 a year

Goals and Professional Responsibilities:

To perform all duties as assigned by the principal.

Office Administration:

- ◆ Welcome and direct any walk-in school business and information requests
- ◆ Ensure proper sign in and sign out of all visitors
- ◆ Answer telephone and assist callers
- ◆ Communicate with a positive, professional, and upbeat attitude in all interactions
- ◆ Respond promptly to all emails/phone messages
- ◆ Assist teachers and staff with copying and filing projects
- ◆ Assist sick and injured students, and document accordingly
- ◆ Assist with administrating and monitoring safety drills
- ◆ Sort and distribute mail daily
- ◆ Receive, count, and record all cash and checks received in the office
- ◆ Prepare all letters and forms necessary for front office operations
- ◆ Assist staff with office supplies purchasing, receiving, and returns

Student Records:

- ◆ Maintain and update student records via FACTS and follow up with parents on any missing documents
- ◆ Monitor students checking into school late or leaving early
- ◆ Input and maintain reports including attendance, birthday, class list etc.

Event Planning/Calendar:

- ◆ Maintain school master calendar including school events, field trips, and activities
- ◆ Assist staff in coordinating special events and activities

Admissions:

- ◆ Assist principal with processing online applications and enrollment
- ◆ Schedule Family Interviews and Placement Testing

Knowledge, Skills, Abilities:

- ◆ Skilled in Google Docs, Microsoft Office Suite, and ability to learn FACTS (web-based school management software)
- ◆ Sufficient health and physical endurance to complete assigned responsibilities
- ◆ Excellent verbal and written communication skills
- ◆ Ability to work well independently, manage time well, and handle multiple tasks
- ◆ Strong organizational skills and attention to detail
- ◆ Ability to maintain a workspace environment that is conducive to a productive school office

Physical Requirements:

- ◆ Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and walking several hours per day in hallways and outside, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon SFC.

Spiritual Qualifications:

- ◆ Born again Christian who gives evidence of growing in grace and living in faith and obedience to God and His Word
- ◆ Clear testimony of faith in Christ
- ◆ Willingness to sign the school's statement of faith and endorse SFC's code of ethics/lifestyle statement
- ◆ Ability to clearly articulate the biblical components of salvation, citing appropriate Scripture passages, in order to be able to lead a child to the saving knowledge of Jesus Christ
- ◆ Faithful attendance and active involvement in a local Christian church
- ◆ A shepherd spirit to care for those under his or her charge (1 Peter 5:2– 3)
- ◆ A firm and fair disciplinarian who tempers discipline with compassion (Proverbs 22:6)

Academic and Additional Qualifications:

- ◆ High school diploma or GED
- ◆ Ability to meet any state, federal, or school requirements, including yearly background checks and fingerprinting
- ◆ Current CPR/Basic First Aid card, or the ability to obtain one within 30 days of hire