

**Job Title:** Office Assistant/Receptionist

**Job Type:** Full-time Position - Mon-Thurs, July 30<sup>th</sup>-May 30<sup>th</sup>

**Reports To:** Administrative Assistant

**Starting Pay:** \$13 hr.

**Job Description:**

This position supports school leadership by providing competent service and assistance to school administrative leaders, teachers, parents and students. This individual must be spiritually mature and reflect the purpose of the school, which is to honor Christ at all times.

**Skills and Job Requirements:**

Office Responsibilities

- Provide typing and copying services for administration or school staff when requested. Assist teachers with the operation of office machines.
- Employ email best practices coordinating flow of information both internally and externally.
- Coordinate volunteer positions ensuring background checks are completed and volunteer hours are tracked.
- Maintain updated substitute and volunteer lists. Assist with finding substitutes as needed.
- Open, read, route and distribute incoming mail and other material.
- Receive and process all deliveries for supplies, curriculum and materials; follow up on all backordered items.
- Keep office stocked with necessary supplies and forms; ordering, stocking and dispensing as needed. Be responsible for office equipment supplies and maintenance.
- Set up and maintain paper and electronic filing systems for records, correspondence and other material.
- Keep various filing systems up-to-date and organized, with attention to detail and accuracy.
- Show initiatives and go through proper channels to offer suggestions for improving school procedures.

Reception Desk

- Help staff, parents, students and volunteers to function efficiently, effectively, and productively. Frequently give direct assistance as needed.
- Respectfully submit to constituted authority.
- Greet everyone with a friendly, helpful attitude as they enter the office or call on the telephone, treating each person with courtesy and respect.
- Insure that parents and visitors sign in and receive a volunteer badge.
- Watch for strangers attempting to enter the school and politely offer assistance. Make certain that those entering the school state their business. Notify an administrator if someone seems suspicious.
- Refuse admittance to non-school students who do not have permission from an administrator to visit the school.
- Promote a positive attitude about the school and its employees.
- Use established procedures to notify administrative staff regarding phone calls or appointments.
- Make phone calls on behalf of the administration as directed.
- Issue passes to students who are tardy or who have acceptable excuses from parents.
- Keep the reception area and adjoining areas neat and clean.
- Assist with mailings, clerical work, or projects that can be done at the reception desk.
- Mitigate noise in the lobby during Administrative meetings.

Student Records

- File back-to-school paperwork; create new student files with attention to detail and accuracy.

- Keep all student cumulative files in proper order. Maintain accurate filing of all standardized tests and test scores for students in grades K-8.
- Type letters, reports or memos pertaining to student records as needed.
- Provide copies of student file documents when requested by parents and when requested by schools receiving transfer students.

#### Other Duties and Responsibilities

- Administer basic first aid to students, contacting parent(s) and/or 911 should an illness or injury appear to require more than very basic attention.
- Supervise lost and found articles for pick up by students and parents.
- Perform any duties that may be assigned by the administration.
- Participate in beginning-of-the-year orientation, meet-the-teacher day and open houses.
- Be willing to adjust work hours to accommodate special schedules or school-related activities as requested.

#### **Required Skills:**

##### Education Level

- High school diploma or GED equivalent; complete and pass clerical aptitude test.
- Strong communication, interpersonal and organizational skills.
- Ability to work with minimal direct supervision.
- Demonstrate proficiency of Microsoft Word, Excel, Publisher and data base systems.
- Careful attention to detail; effective problem-solving skills.
- Ability to handle multiple tasks simultaneously with disciplined time-management skills.

##### Other Qualifications

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by prayer life, Bible study and spiritual outreach to others.
- Be a Christian role model in attitude, speech and action toward others; evidence the fruit of the Spirit in dealing with people.
- Have a Christ-centered home and actively participate in a local Bible-believing church.
- Have a conviction that God has called you to Christian school ministry.
- Maintain high standards of ethics, honesty and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict.
- Have the customer service and public relations skills necessary to welcome the general public and be an ambassador of the school.
- Have knowledge of office procedures and methods, including those related to social communications skills and proper office etiquette.
- Have the ability to interact effectively with peers and supervisors.
- Possess humility and the willingness to be a team player.
- Possess the necessary customer service and public relations skills to market the school to potential families and the general public.
- Understand the importance of discernment, discretion and confidentiality in the operation of the school.
- Have the ability to treat others with courtesy, patience, friendliness, dignity, respect and a good sense of humor.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty and good taste consistent with school policy.