



## Job Description

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**Position:** Elementary Administrative Assistant

**Classification:** Full Time, Non-Exempt

**Primary Reporting Relationship:** Elementary Principal

**Secondary Reporting Relationships:** Elementary Asst. Principal, Head of School

**Ministry Areas:** Bay Area Christian School

**Interfaces:** Students, parents, administrators, staff, other stakeholders as appropriate

**Mission:** Providing quality Christian education impacting lives for now and eternity.

**Profile:** Our organization has a culture lead by a collaborative and cohesive team that is dedicated to accomplishing our mission while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

**Employee Profile:**

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

**Job Purpose:** The Elementary Administrative Assistant provides assistance primarily to the Elementary Principal and to the elementary office staff, elementary teachers, and elementary parents in day-to-day operations of the elementary division of Bay Area Christian School in order to support the mission of the school.

**Major Responsibilities:**

- Reflect the purpose of the school which is to honor Christ in every activity
- Assist elementary administrators, teachers, staff, and students as needed
- Assist with answering elementary division phone calls
- Maintain principal's calendar by scheduling meetings and reserving conference rooms
- Reserve facilities for elementary events
- Assist with preparations for special events such as Open House, Baptism Chapel, Awards Chapels, Kindergarten Graduation, and Awards Night
- Work alongside the 6th grade teachers to plan for the yearly 6th grade overnight trip
- Assist with field trip planning, as needed
- Assist with beginning of the year in-service meetings
- Oversee teacher grading entries and load grades for progress reports and report cards
- Email report cards and progress reports on a quarterly basis
- Assist with all elementary student withdrawal forms
- Help the principal with maintaining the budget and submit all purchase orders and check requests
- Place orders for items needed throughout the school year; this includes orders for Art, Library, and Extended Care
- Submit any additional elementary financial charges to the finance office
- Place student yearly school supplies order and oversee the distribution
- Order student class t-shirts at the beginning of the year and oversee the distribution
- Assist with the hiring process for prospective elementary faculty/staff

- Request keys through HR for new hires and ensure all current divisional employees have the appropriate keys
- Schedule new student assessments and interviews
- Assist with new student assessments throughout the school year
- Assist with classroom assignments and enter all assignments into RenWeb/FACTS SIS
- Assign morning and after school duties for faculty/staff and ensure all areas are covered on a daily basis
- Assist with after school duty on a daily basis
- Create agendas for monthly faculty/staff meetings
- Assist the principal with email communication to parents
- Communicate to faculty/staff weekly updates or announcements from the principal
- Communicate technical or maintenance issues via the portal
- Monitor teacher time-off requests and ensure that faculty have scheduled substitutes when needed
- Assist substitute teachers in preparations for the day
- Approve hourly time for office staff, aides, and substitute teachers
- Maintain all division filing
- Maintain a current listing of applicable announcements, including sports early dismissals
- Assist principal with fire drills and emergency lockdown drills
- Assist principal with elementary chapel preparations
- Generate reports using RenWeb/FACTS SIS
- Update and provide blank forms for teachers
- Help keep workrooms clean and organized
- Coordinate high school student aides for elementary teachers
- Assist with composing programs for various events
- Coordinate In-School Suspension (ISS) details, to include collecting work from teachers and preparing notice to parents for signature
- Other duties as assigned

**Required Skills and Abilities:**

- Demonstrates strong interpersonal skills
- Maintains a professional and friendly demeanor
- Possesses excellent organizational skills and is capable of managing time efficiently
- Can demonstrate ability to multitask effectively
- Demonstrates ability to think creatively
- Works well with a variety of students, administrators, staff, and parents
- Exhibits ability to maintain composure in stressful situations / interactions
- Possesses basic computer skills and knowledge of word processing programs (Microsoft Word, Excel, PowerPoint)
- Is familiar with basic office equipment
- Demonstrates strong writing and editing capability
- Possesses excellent phone etiquette
- Communicates clearly and effectively
- Can maintain a high degree of confidentiality

**Education and Experience:**

- High school diploma or GED is required; preference will be given to candidates who have completed some college coursework
- 2+ years of previous experience in an office environment preferred

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All physical requirements, job duties and abilities are subject to possible modification to reasonably accommodate individuals with a qualified disability.

1. The employee is regularly required to use their hands and fingers, to include: Fingering - picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling; Grasping - applying pressure to an object with the fingers and palm. Repetitive motion - substantial movements (motions) of the wrists, hands, and/or fingers.
2. Talking – the employee will be required to express or exchange ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
3. Hearing- the employee will be required to perceive the nature of sounds at normal speaking levels with or without correction. Employee will need to possess the ability to receive detailed information through oral communication, and to make the discriminations in sound.
4. Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical activity will also involve: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, and lifting. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Activities occur inside and outside, and the worker is subject to both environmental conditions.

I have received, reviewed and fully understand the job description for the **Elementary Administrative Assistant** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_