

## **Job Description**

**Position:** Junior High Administrative Assistant      **Primary Reporting Relationship:** Junior High Principal

**Classification:** Full Time, Non-Exempt      **Secondary Reporting Relationships:** Head of School

**Ministry Area:** 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

**Job Purpose:** The Junior High (JH) Administrative Assistant provides assistance to the JH Principal and faculty in day-to-day operations of the JH 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
- Maintain schedule and calendar for JH principal
- Handle all JH division phone calls
- Assist JH administrator, faculty, students, and parents as needed
- Communicate JH technical issues (computer, phone, etc.) to Information Technology (IT) via the portal
- Monitor teacher time-off and ensure that faculty have scheduled substitutes when needed, to include the processing of substitute teacher timesheets
- Update schedule, enrollment, and other student-related charts using Word and Excel
- Maintain all division filing, to include lesson plans, report cards, progress reports, and principal files
- Maintain a current listing of applicable announcements, to include sports schedules, early dismissals, etc.
- Monitor JH students for dress code compliance
- Distribute and collect class evaluation reports to faculty and coaches at grading periods; type ineligibility list based on the data collected from the evaluation reports
- Collect and prepare honor roll information obtained from HS registrar; distribute same to principals and HS counselor; post same on bulletin board.
- Process JH progress reports and report cards
- Distribute, collect, and file medical release forms for all JH students
- Collect fees for all JH-specific activities, such as field trips, etc.
- Maintain the logistics for student lockers, to include assignment, repairs, and combination resets
- Handle the requisitioning and distribution of JH office supplies and office equipment; maintain office slips and forms (copying and cutting as needed)

- Handle and distribute all JH incoming mail, memos, and fliers
- Ensure communication with the lunchroom staff when JH students will be off-campus during lunch
- Assist JH principal with fire drills and emergency lockdown drills
- Develop and maintain files for incoming 7<sup>th</sup> graders, new students, and new faculty; purge files for former students
- Assist in the compiling and distribution of annual faculty and staff handbooks
- Handle student needs such as phone calls, re-admits to class, etc; coordinate items as needed with HS Admin Assistant
- Attend monthly faculty meetings and record attendance; assist with evening school meetings as needed
- Maintain JH clock and bell settings
- Coordinate In-School Suspension (ISS) details, to include collecting work from teachers and preparing notice to parents for signature

#### **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 multi-task 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 (multi-line phones, fax machines, and scanners)
- 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 in a typical office environment.

I have received, reviewed and fully understand the job description for the **JH 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 \_\_\_\_\_