

## Community Christian School of Baraboo Administrative Assistant Job Description

**General Description:** The Administrative Assistant shall prayerfully perform a variety of office, administrative, and secretarial duties with the understanding that maintaining confidentiality is of the utmost importance.

**Reports to:** Principal

### **Duties and Responsibilities**

The Administrative Assistant shall assist the principal and support the day to day school office functions. Listed below are a representative list of responsibilities for this position.

- Maintain office hours from 7:30 am to 4:00 pm with one half-hour lunch time during school year. (Office hours during the summer as scheduled by the principal.)
- Answer telephone and direct calls appropriately
- Greet people at the door.
- Distribute incoming and outgoing mail.
- Maintain bulletin board outside of reception office.
- Cooperate with your supervisor in implementing all policies, procedures, and directives governing the operation of the school.
- Develop and maintain rapport with teachers, staff, students, and parents
- Report any suspected child abuse to the principal immediately.
- Attend and participate in scheduled meetings and other communication requested by the principal.
- Participate in staff safety training (First Aid, CPR and AED).
- Know procedures for emergencies.
- Document accidents, serious injuries and report to principal and parent(s) ASAP.
- Assist with administrating and monitoring fire, tornado, and other safety drills.
- Maintain copies and post safety reports and inspections when required.
- Record student attendance.
- Receive and accurately record collected money.
- Maintain accurate inventory for food and milk orders placed.
- Administer medicine to students as designated by parent instruction. Maintain record of same.
- Administer first aid as needed.
- Other duties as assigned

### **Education and Experience**

- High School diploma and 1 year of experience as an Administrative Assistant.
- Associates degree in an Administrative Professionals program preferred.

## **Knowledge, Skills, Abilities**

- Skilled in Google Docs, Microsoft Office Suite, and general computer and internet usage.
- Excellent communication and organization skills
- Self-Starter
- Knowledge of school's policies
- Strong attention to detail
- Copier, fax, scanner, telephone and office machines
- Ability to maintain confidential information
- Ability to work well under pressure and communicate with parents, students, teachers and the administration
- Follow the Matthew 18 principle when conflict arises and pursue harmonious relationships with staff, parents, and students.

## **Spiritual Expectations**

- Has received Jesus Christ as their personal Lord and Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
- Demonstrate integrity, honor, loyalty and biblical morals and values.
- Demonstrate Galatians 5:22-23

## **Personal Character**

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Show respectful and faithful submission to constituted authority.
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Attend regularly and faithfully support a local church whose fundamental beliefs are in agreement with the CCS Statement of Faith.
- Refuse to use/circulate confidential information and to listen to/circulate gossip in any form.