



RAINIER

CHRISTIAN SCHOOLS

Administrative Assistant Maple Valley Elementary

RCS employs support staff who are innovative, creative, nurturing, and relational. If you are gifted in fostering curiosity about learning, engaging student participation, demonstrate critical thinking, and building staff and student trust in a safe and trusting environment, we welcome you to consider a career at Rainier Christian Schools.

Title: Administrative Assistant
Reports to: Principal
Evaluation: Performance will be evaluated in accordance with this Job Description
Status: Full time, Hourly Non-Exempt
Salary/Benefits: \$18.75/hr, full paid medical, tuition discount

BASIC FUNCTION

The Administrative Assistant will oversee the daily activities of the office and is expected to be a representative of Christ to students, current parents and prospective families.

REQUIRED PERSONAL QUALITIES

- Has a growing personal relationship with God through faith in Jesus Christ
- Believe that the Word of God is the standard for faith and daily living
- Is a Christian role model in attitude, speech, and actions toward others
- Is a regular attendee at a Bible believing local church
- Exhibits love and grace in their relationships

ESSENTIAL FUNCTIONS

- Knows and models the mission of RCS to "Educate and Develop the Whole Person for the Glory of God!"
- Support teachers and staff, when needed, with duties such as calling vendors and/or parents,
- Oversee the daily activities of the office
- Assist with discipline issues of students
- Act as primary check out person in case of emergency and/or evacuation.
- Prepare documents, sort and distribute mail
- Process cash and credit transactions and petty cash
- Maintain inventory of office supplies, ordering new supplies as needed
- Maintain files for students, staff, and the facility
- Produce weekly newsletter
- Schedule facility usage
- Support finding and scheduling Substitute Teacher sourcing process
- Flexibility to assist in school/pre-school classroom on occasion
- Other duties as assigned

PHYSICAL REQUIREMENTS

- Handle work which deals mostly with people, objects, equipment in a general setting

- Bend, stoop, twist, turn, reach, lift up to 50 lbs, carry, pull push, climb, and kneel, sitting, walking and standing approximately 50%-75% of the work day
- Recognize differences in sound; such as voices/noises that are loud and playful versus angry and combative, able to differentiate tones and volumes in conversation
- Be able to perform child restraint as necessary if child is going to harm themselves or others
- Be able to think innovatively when tasks are not governed by standard practices
- Handle most tasks with energy and good organizational skills
- Take CPR and First Aid classes as prescribed
- Obtain Portable Background Check and finger printing

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.

Rainier Christian Schools has a racially nondiscriminatory policy. Rainier Christian Schools does not discriminate against applicants and employees on the basis of race, color, or national/ ethnic origin.