



Administrative Assistant Kent View Elementary

Position Summary

The Administrative Assistant manages the front office responsibilities hotline, and the front office.

Qualifications

The Administrative Assistant must be of strong Christian character and be a high school graduate. Two years of clerical work involving general office duties and experience in a Christian school is desirable. A superb customer service orientation and responsiveness to needs.

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to sit for long periods.
- Require the ability to walk around campus and up/down stairs.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job.

Responsibilities

- Manage the arrival and dismissal time needs of parents, students, and staff.
- Make school wide announcements as needed
- Track and manage facility keys
- Answer telephone and direct calls as appropriate.
- Attend calendar and activities meetings as scheduled.
- Monitor lobby for appearance/cleanliness, post weekly flyers
- Supervise sign-out sheet and excuses for absences throughout the day. Call parents to verify reason for absences.
- Distribute mail
- Coordinate milk tickets.
- Monitor cameras
- Support back-office duties as needed
- Operate as the “Admissions Hotline” answering questions for prospective and incoming students
- Coordinate and manage gym calendar
- Perform miscellaneous duties as assigned by the principal.

Compensation and Benefits:

\$17.50/hour, full-paid medical benefits, 50% off tuition. 11-month position.