



Job Description: Administrative Assistant

Location: Maple Valley Elementary

Job Summary:

The Administrative Assistant will oversee the general office functions and activities of the school office.

Salary/Benefits: \$39K for 11-month contract, full-paid medical, 50% off tuition,

Supervisory Responsibilities:

- Oversee the daily activities of the office
- May handle or assist with discipline of students
- Act as primary check out person in case of emergency and/or evacuation

Duties and Responsibilities:

- Support teachers and staff, when needed, with duties such as calling vendors and/or parents, sorting and distributing mail, and preparing documents
- Oversee 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

Required Skills:

- Proficiency in software applications such as Microsoft Office Suite, Google Workplace, Social Media, etc.
- Knowledge of office procedures
- Excellent written and verbal communication skills
- Creative problem solver
- Excellent interpersonal and customer service skills
- Able to assist in student first aid, medication distribution, and knowledge of related regulations regarding same
- Excellent organization skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Manage through ambiguity and changing priorities

Qualifications:

- A personal relationship with Jesus Christ and attending a local church
- High school diploma or equivalent required: Associate's degree in office administration or related field, preferred
- At least three years of administrative or clerical experience required

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Must be able to stand, walk, bend, kneel, twist, or squat for a regular basis

Draft 05/09/2023

