

## Administrative Assistant

### Job Description

**New Life Christian School and New Life Church seeks an administrative assistant. The administrative assistant supports the school's leadership effectiveness by providing competent service and assistance.**

#### **Spiritual Qualities**

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God - our standard for faith and practice
- Believe and actively support the school's Statement of Faith
- Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct
- Actively participate in a local Bible-believing church
- Motivate the community to accept God's gift of salvation and be a Christian witness and role model to help them grow in their faith

#### **Professional Qualities**

- Possess a high school diploma, associates degree, or bachelor's degree
- Demonstrates exceptional verbal and written communication skills
- Demonstrate superior technology skills in Microsoft Office and Google Suite
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters
- Work with the administration and staff to address the spiritual formation needs of students

#### **Personal Qualities**

- Maintain positive, encouraging relationships with the school and church community
- Knowledge of office procedures, being an excellent multitasker and taking initiative
- Demonstrate excellent communication, interpersonal skills, and discernment

#### **Office Responsibilities**

- Manage administrative correspondence for the school
- Accommodate walk-in school and information requests
- Assist Office Manager in office functions
- Produce schoolwide communication
- Keep an updated calendar of school events, field trips, and activities
- Provide support for open houses and tours on campus
- Implement all policies and procedures of the Administration
- Substitute coordinator
- Ensure proper sign-in and out of all parents and visitors
- Respond promptly to parent complaints and parent requests for help with information

- Know the procedure for dealing with emergencies in the classroom and school
- Participate in continuous professional development through professional reading, in-service, workshops, and training
- Participate in beginning-of-year staff orientation, staff devotions, and meetings

**Other Responsibilities**

- Maintain a clean, attractive, and well-ordered office
- Participate in the end-of-year school closing process
- Perform other duties as assigned by the Administration

**Physical Demands**

- The school is a multi-level facility, which requires negotiating flights of stairs regularly and walking around the buildings and grounds for supervision.
- Must be able to sit or stand for extended periods, have the dexterity of hands and fingers to operate office equipment, and lift at least 25 pounds.
- On occasion, must be able to work longer hours than a typical day for events such as back-to-school nights, parent-teacher conferences, team meetings, open houses, graduation, or other meetings/functions in the evening.