



Administrative Assistant/Medication Technician

New Life Christian School seeks an administrative assistant/medication technician for the 2024-2025 school year. The administrative assistant/medication technician will provide competent service and assistance to effectively support the school's leadership.

Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support the school's statement of faith.
- Be a Christian role model in attitude, speech, and actions toward others.
- Actively participate in a local Bible-believing church.
- Motivate students to accept God's gift of salvation and be a Christian witness and role model to help them grow in their faith.
- Follow Matthew 18 principles when dealing with conflict with students, parents, staff, and administration.

Professional Qualities

- Possess a high school diploma, associate degree, or bachelor's degree.
- Demonstrate 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.

Medical Technician

- Interact extensively with students while providing routine care for minor complaints.
- Provide immediate care for accidents and injuries.
- Provide appropriate treatment of ill or injured persons.
- Establish and maintain an up-to-date student health system.
- Administer medication and perform specific treatments as ordered by the school's Delegating Registered Nurse.

Office Responsibilities

- Manage administrative correspondence for the school.



- Accommodate school information requests.
- Assist Administrators in office functions.
- Attendance administrator
- Provide support for open houses and tours on campus.
- Implement all policies and procedures of the Administration.
- 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 meetings, 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.
- Candidates must be able to sit or stand for extended periods, operate office equipment with dexterity of hands and fingers, and lift at least 25 pounds.
- Occasionally, the administrative assistant must be able to work longer hours than a typical day for events such as back-to-school night, parent-teacher conferences, team meetings, open houses, graduation, or other evening meetings/functions.