

Immanuel Lutheran Church & School Job Description

Preamble: It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

Job Title: Administrative Assistant I

Reporting To: Principal

Status: Non-Exempt • Part-Time

Salary: Commensurate to experience and budget resources available

Employment Term: This 10-month position follows the school calendar as approved by the Board of Christian School starting on or around August 1st and ending on or around June 15th annually. Employment is at-will according to the Personnel Policy Manual

Purpose of the Position

To assist the School Office Lead Administrative Assistant and the Principal in maintaining an effective and orderly school office with a welcoming, caring climate by serving as the receptionist and administrative assistant.

Academic / Professional Qualifications

- A high school diploma
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software including database, spreadsheet, and word-processing applications.
- Knowledge of customer service principles and practices
- Member in good standing of an LCMS congregation preferred
- Positive Christian role model required

Key Competencies & Skills

- Verbal and written communication skills
- Professional personal presentation
- Organizing and planning
- Attention to detail
- Reliability
- Personal emotional management
- Take initiative and work independently as well as work as part of a team
- Multi-task
- Work with a sense of urgency and be productive with frequent interruptions

Work Schedule

The weekly work schedule is determined by the Principal according to the needs of the school. The average amount of hours worked during the school year is approximately 20 per week.

Essential Duties & Responsibilities – School Office

- Answer the phone in a pleasant, informed manner for the purpose of creating a good school image; transfer calls, respond to inquiries and/or take accurate messages.
- Greet individuals entering the building (e.g. visitors, parents, students, vendors, etc.) in a respectful professional manner. Respond to inquiries; and/or direct individuals in accordance with established building security procedures.
- Receive items (e.g. mail, deliveries, school work, lunches, forms, payments etc.) for the purpose of distributing materials to the appropriate party according to the established procedures.
- Attend to sick/injured students.
- Perform general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.

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- Maintain the confidentiality of any information (written, verbal or other form) obtained during the performance of one's duties including information about students, their families, other employees and all school business.
- Other duties as directed and delegated by the Lead Administrative Assistant, Principal or School Board.

Essential Duties & Responsibilities - Registration and Student Records

- Coordinate all administrative aspects of school registration including the updating and distribution of registration materials; the receipt of completed forms and fees; and the coordination of registration events.
- Coordinate and implement the student exit process
- Maintain academic student records.
- Process the release and receipt of student academic records as needed.
- Maintain and update the school database.
- Other duties as directed by the Principal or School Board.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal school/office levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal school/offices, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/office environment. The noise level in the work environment is usually moderate.