

## Upper School Administrative Assistant

Hired by: Principal  
Evaluated: Annually  
FLSA: Non-exempt

Report to: Principals  
Schedule: 12 month  
Supervises: None

The Administrative Assistant is primarily tasked with providing administrative support to the upper school office. To effectively carry out the tasks assigned, the Administrative Assistant would be organized, task oriented, aware of appropriate deadlines, yet focused on accuracy and comfortable with a significant amount of interaction with students, parents, faculty/staff and visitors.

### **Spiritual Maturity**

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Actively engage in the life and ministry of an evangelical church
- Pursue a life of spiritual development through regular study of scripture and prayer
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith
- Believe and support the school's statement of faith
- Agree to abide by the Lifestyle Statement

### **Professional Responsibilities (essential)**

- Facilities
  - a. Manage facility usage at the upper school building. This includes reporting needs to our facilities team, reserving rooms, and more.
  - b. Work with athletics department to reserve rooms for team meetings, meals, etc.
- Admissions
  - a. Work with admissions team regarding incoming 7-12 students.
  - b. Promote the school by establishing relationships and supporting prospective families.
- EdChoice
  - a. Update and process EdChoice applications, renewals and award documents for all students.
- Grace Polaris Church Liaison
  - a. Work closely with music department and Grace Polaris Church regarding scheduling, planning, and needs for concerts throughout the school year.
- Awards/Scholarships
  - a. Assist in planning awards ceremonies at the end of the school year.
- New Employee On-boarding
  - a. Prepare and provide support for new employees hired to work at our campus.
  - b. Ensure all items needed (keys, fob, email, etc.) are ready when they start.
- General Office Duties
  - a. Respond to phone, email, and other contacts with the school.
  - b. Maintain accurate and complete records, files, and/or databases appropriate to duties.
  - c. Maintain an organized and welcoming office environment that is conducive to productivity.
  - d. Provide administrative support for faculty and staff.
  - e. Interact with students, parents, faculty and staff in a tactful, cooperative and supportive manner.

## **Professional Requirements**

- High School diploma or equivalent, Associate's degree preferred.
- Prior experience in a school setting preferred.
- Knowledge of office processes and practices.
- Possess a working knowledge of Microsoft Word, Excel, Publisher and Outlook.
- Possess ability to use a variety of Windows applications, including the school management software, Frontline (AESOP) substitute management and the Ohio Department of Education portal.
- Enjoys working in a fast paced, sometimes chaotic office environment.
- Must possess a high degree of confidentiality.
- Excellent interpersonal skills.
- Ability to operate pertinent office equipment.
- Discretion, good judgment ability, adaptable and flexible.
- Solid organizational and time management skills.
- Effective listening and verbal communication skills.

## **Physical Requirements**

<b>WORKING ENVIRONMENT</b>	<b>RARELY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty				
Cold (50 deg. F or lower)	X			
Heat (90 deg. F or higher)	X			
Chemicals/Solvents	X	X		
High stress		X		
Interruptions				X
Climbing stairs		X		
Standing/Sitting/Walking/Bending			X	
Pushing/Pulling	X			
Lifting/Lowering/Carrying				
Up to 20 lbs.			X	
Up to 50 lbs.	X			
More than 50 lbs.	X			
Telephone				X
Computer/Printer				X
Fax/Copier				X
AV Equipment		X		
Summon emergency help	X			
Apply First Aid/CPR	X			
Driving	X			

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Print Name

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Date

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Signature