

## Upper School Administrative Assistant

**Hired by:** Upper School Principal  
**Evaluated:** Annually

**Reports to:** Upper School Principal  
**FLSA:** Exempt

The upper school administrative assistant primarily provides administrative support to the building Principal. 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**

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our beliefs and identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

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

Some responsibilities will be building specific.

- Provide administrative support for building Principal, Assistant Principal, School Counselor and faculty and staff
- Respond to phone, email, and other contacts with the school
- Interact with students, parents, faculty and staff in a professional manner
- Promote the school by establishing relationships and supporting prospective families.
- Coordinate usage of volunteers in school and/or office
- Provide routine health services to students when nurse is not available
- Complete Ohio Department of Education reporting
- Issue purchase orders
- Prepare back to school information
- Assist in the planning of graduation
- Manage teacher evaluation schedule
- Check lesson plans for completion
- Manage end of year checkout
- Support the Principal and/or Assistant Principal with personal schedule management (meetings, interviews, etc.), correspondence and various short-term tasks
- Maintain an organized and welcoming office environment that is conducive to productivity
- Produce publications and other communications emanating from the office using professional writing and editing skills
- Maintain accurate and complete records, files, and/or databases appropriate to duties
- Order and maintain supplies and maintenance for the office and classrooms

## **Professional Requirements**

- High School diploma or equivalent, Associate degree preferred
- Prior experience in a school setting preferred
- Knowledge of office processes and practices
- Working knowledge of Microsoft Word, Excel, Publisher, and Outlook
- Ability to use a variety of Windows applications, including the school management software
- 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

## **Typical Physical Activities**

<b>WORKING ENVIRONMENT</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		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise		X	
High stress		X	
Interruptions		X	
Standing/Sitting/Walking/Running		X	
Kneeling/Bending		X	
Reaching over shoulder	X		
Pushing/Pulling		X	
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier		X	
Computer/Printer		X	
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data		X	
Strong Communication (Oral/Written)		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