



Upper School Administrative Assistant Job Description

Position Overview

The Upper School Administrative Assistant is responsible for supporting the Upper School Principals and Upper School operations through a wide range of responsibilities to ensure operations of the Upper School are carried out with excellence. The Upper School Administrative Assistant will be an Evangelical Christian believer who serves our students and families, and who embraces the School's mission of equipping disciples through exemplary education. The Upper School Administrative Assistant reports directly to the Upper School Principal.

Type of Position

The Upper School Administrative Assistant position is a full-time, 12-month, nonexempt position that is paid an hourly rate commensurate with experience. In addition, benefits are offered.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Holds, at a minimum, an associate's degree.
- Is organized and able to multi-task.
- Is highly motivated and can independently work on own with minimal supervision.
- Possesses good verbal and written communication skills.
- Has prior experience working in an office setting performing a variety of tasks.
- Demonstrates a proficient level of computer literacy and has experience with various software packages; has extensive knowledge of and experience in working with Microsoft and Google.
- Demonstrates Servant Leadership.
- Maintains confidentiality of sensitive information.
- Promotes a positive attitude about the School, its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.

Other Qualifications

- Has reliable transportation and is able to drive off campus to purchase items needed for events and other functions.
- Is able to meet the physical demands of the job which entail carrying and/or transporting deliveries/supplies/other items and assisting with event preparation.
- Ability to lift and carry or otherwise move up to 25 pounds.

Essential Job Functions

- Performs diverse office-related managerial responsibilities within areas and limits of authority as delegated by the Principal.
- Coordinates and organizes office activities and coordinates flow of communications and information for the Upper School Principal.
- Handles routine issues and emergencies concerning employees and students, making decisions independently or collaboratively and recommends action as appropriate.
- Compiles information and prepares and maintains a variety of records and reports related to assigned activities.
- Inputs a variety of information into assigned systems, ensuring accuracy of input and output data.
- Maintains confidentiality of various aspects of school operation including sensitive and personal information.
- Performs a wide variety of secretarial work, including word processing, proofreading, filing, recording information and processing and distribution of correspondence.
- Coordinates and or assists with student attendance to ensure it is properly recorded.
- Serves as a major program information resource person and liaison between departments.
- Disseminates accurate and timely information and direction to students, parents, staff and visitors.
- Communicates with personnel and various outside entities to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.
- Receives and greets visitors and provides information to parents and the public.
- Screens correspondence and telephone calls for the Upper School Principal and other administrators.
- Establishes, maintains and assures proper use of confidential files including student and personnel.
- Prepares and submits purchase orders as assigned, prepares reimbursement requests and deposits according to established procedures.
- Attends and participates in assigned meetings and trainings; prepares minutes from such meetings as required.
- Updates and maintains multiple calendars as assigned.
- Organizes appointments and meetings and makes arrangements for school visitation and facility use.
- Coordinates and or assists with planning school events and field trips as needed, arranges travel for personnel as required.
- Answers questions and resolves situations involving students, parents, public and personnel through knowledge of school policies and general school rules and regulations.
- Administers first aid, provides health office coverage and dispenses approved medication to students in accordance with organizational policy as assigned.
- Tracks and orders assigned school supplies according to established procedures and ensures appropriate levels of supplies are maintained.
- Operates a variety of office equipment including copier, fax machine, two-way radio, computer and assigned software.
- Provides support to the School President as requested.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs any and all other duties assigned.