

Bethany Lutheran Church and School Position Description

Position Title: School Administrative Assistant
Department: School
Accountable To: School Administrator

Position Summary: The School Administrative Assistant will oversee the general supervision, management, and operation of the school office of Bethany Lutheran School. The School Administrative Assistant will represent the school ministry through a Christian lifestyle, a respect for confidentiality, and a devotion to the goals and objectives of Bethany Lutheran Church and School.

Primary Administrative Duties and Responsibilities:

- Serve as the “first face” of the school office.
- Plan workload to meet necessary school programming deadlines while also effectively estimating supply quantities needed.
- Communicate in an ongoing manner with financial office staff concerning financial matters.
- Enter and keep accurate FACTS tuition management charges.
- Gather, record and file statistical information, i.e. school census, attendance data, etc. as directed by the principal.
- Maintain up-to-date school records and student files, including immunizations and cumulative files.
- Coordinate the printing and publishing of handbooks, registration materials, newsletters, awards and special event programs and bulletins.
- Receive, record and report all receipts for field trips, fundraisers and chapel offerings, following approved procedures.
- Maintain all records and accounting related to the school milk program and required by the state and federal government.
- Process all school registrations.
- Make bank deposits for school checking accounts.
- Receive and stock office supplies, keeping necessary records and an up-to-date inventory.
- Order office supplies as needed; compare prices of vendors, seeking to avoid unnecessary expenses.
- Schedule substitute teachers.
- Work with financial administrator to verify school employee payroll via Paychex
- Other duties as assigned.

Related Duties and Responsibilities (Overall Office Direction):

- Assure that the operation of the school office meets the standards of efficiency and professionalism.
- Recognize the need for confidentiality with regard to any information or observations that he/she is privy to as a result of daily association with students and staff of Bethany Lutheran.
- Establish and maintain positive, loving, respectful, mutual relationships with others, following the example of Jesus Christ effectively communicating thoughts and feelings while listening to others in an open manner.
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Manage and direct the activities of the school office staff and all volunteers used in the school office and lunch program.
- Administer basic first aid for student injuries as warranted.
- Dispense student medications following established school policy.
- Manage petty cash.
- Ensure the school office space is functional, attractive and neat. Maintain and water school office plants.

General Requirements:

- Reflect and commit to the school's Mission and Philosophy, its Statement of Faith and the overall ministry and well being of Bethany Lutheran Church and School.
- Present a pleasant, friendly, and open manner, relating well to both children and adults, that contributes to a homogenous school climate.
- Be sensitive to the needs of others, be tactful and courteous, showing respect for others at all times.
- Be an effective spoken and written communicator.
- Demonstrate organizational skill, the ability to handle multiple projects and prioritize tasks..
- Show an ability to take initiative and exercise good judgment.
- Possess computer literacy/word processing proficiency in areas of database Excel, Microsoft Word, Power point presentations and developing written materials for school programming and marketing.
- Typing skills of 60+ words per minute.
- Skills and experience with basic accounting.
- Active member of a Christian church, preferably Bethany Lutheran Church. Bethany Lutheran School is a Christian educational institution operated by The Lutheran Church-Missouri Synod and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion.

Required Skills:

- Learn and apply the regulations and procedures for milk program reporting requirements.
- Learn and apply the regulations and procedures for student immunization requirements.
- Ably compose routine correspondence.
- Be knowledgeable of accounting procedures; be able to perform mathematical operations with speed and accuracy.
- Work diligently without immediate supervision.
- Follow directions; be self-reliant and have strong problem-solving skills.
- Use time efficiently; be able to organize work efficiently and systematically and establish routines where appropriate.
- Work well under pressure.
- Be of good general health, in order to maintain regular attendance.
- Be able to pass a background check, having no criminal record.

Physical Requirements

The following are physical/mental requirements for performing the essential functions of the position:

- Ability to work with frequent interruptions.
- Ability to work within the general range of a school environment.
- Ability to lift 25 pounds frequently.
- Ability to sit, stand and/or walk for extended periods of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Supervision

This position is directly responsible to the Board of Schools and supervised by the Principal.

Salary and Hours

- 40 hours per week.
- Work hours are 7:45 AM to 4:30 PM with a 45 minute lunch.
- Salary range is \$17.41-\$24.34 per hour based on experience, and eligible for COLA increases as authorized by the Church Council.
- Eligible for benefits as outlined in the Bethany personnel policy manual.