



# ADMINISTRATIVE ASSISTANT

## To Apply

**Posted:** April 8, 2022

**Position Title:** Elementary Principal Assistant

**Job Type:** Full Time/ Benefit Eligible

**Start Date:** 2022-2023 School Year

**School:** Grace Christian Elementary School

**Location:** Medford, OR 97504

**School Website:** [www.gracechristian.org](http://www.gracechristian.org)

**Contact Person:** Kaylene Brown, Human Resources

**Contact Phone:** (541) 608-1315

**Contact Email:** [kbrown@gracechristian.org](mailto:kbrown@gracechristian.org)

**Apply online:** [www.gracechristian.org/about-us/employment](http://www.gracechristian.org/about-us/employment)

## Job Description

**Title:** Elementary Principals Assistant

**Status:** Non-Exempt Employee/Classified hourly

**Reports to:** Elementary Principal and Elementary Assistant Principal

**General Description:** The Administrative Assistant position provides administrative support to the elementary principals and various functions at the elementary school.

### QUALIFICATIONS:

#### Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Supports schools, mission, vision and core values.

#### Knowledge and Experience

- Must be able to communicate well with students, staff, and parents.
- Exhibits strong writing and editing skills.
- Consistently exhibits a positive attitude toward life and toward people.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation to students, parents and the community.
- Works successfully with staff and families.
- Listens to others without interrupting; keeps emotions under control.

- Maintains confidentiality.
- Welcomes counsel and constructive critique.
- Ability to interact appropriately in potentially volatile situations.

## **ESSENTIAL FUNCTIONS**

### **Spiritual Leadership**

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration and staff.

### **Position Responsibilities**

- Meets with the GCS Principal daily to go over calendar, job assignments and needs of the principals. Makes appointments for the principals checking with them to verify appointments first, before finalizing them.
- Works with Principals on staff schedules.
- Compose correspondence, teachers' meeting agendas at the direction of the principals.
- Coordinates substitutes for aides and support staff.
- Facilitates all keys - check in/out ensuring the security of school keys.
- Assisting students and parents at the school counter when needed.
- Receives and transmits messages for teachers, students and school employees.
- Facilitates field trips/assemblies for elementary grades.
- Math proficiency preparation and coordination.
- Facilitates report cards for grades K-5.
- Facilitates and acts as liaison for technology needs.
- Contact person for the service of the copy machine.
- Coordinates ACSI Bee when hosting.
- Schedules all emergency drills and bus safety training.
- Schedules and coordinates yearly school photographs and proofs the school yearbook.
- Coordinates school events and weekly chapels.
- Facilitates conference information and scheduling with teachers.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

### **Physical Demands**

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to dial a telephone, enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.

- Hear and understand speech at normal classroom levels outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.
- Physical agility to lift up to 25 pounds.
- Ability to bend, stoop, climb stairs and reach overhead.

***Note:** This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*