



GRACE BRETHREN SCHOOLS

JOB DESCRIPTION: FRONT OFFICE SUBSTITUTE

INFORMATION

Job Title:	Front Office Substitute	Wkly. Hrs./Weeks:	
		Pay Grade:	
Department:	JH/HS	Classification	PT Temporary
Reports To:	Principal	Effective Date:	3/4/2020

SUMMARY

The front office substitute is to provide the necessary clerical duties and responsibilities to assist the administration in routine tasks and perform public relations of the JH/HS according to the mission and purpose of GBS.

ESSENTIAL FUNCTIONS

- Greet and welcome all who enter the front office.
- Answer the phone between the hours of 7:30-4:00pm.
- Discern the needs of those who come to the front office and answer those needs as immediately as is appropriate.
- Maintaining a log of students' attendance and communicating to the Dean if something is out of the ordinary or if questions arise regarding attendance.
- Take messages for anyone who comes to see or call when they are unavailable.
- Check in all late arrivals and check-out early pickups.
- Maintain confidentiality of all school-related matters.
- Perform all other duties as directed by administrators.

COMPETENCIES

- Flexible, friendly and good at establishing quick rapport with parents, students, faculty and anyone who enters the front office.
- Modern office practices, procedures, and equipment.
- Efficient written and verbal communication skills.
- Flexible in availability.
- Models and promotes a biblical view of vocation.

QUALIFICATIONS

- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities
- Functioning member of a local church
- Experience: basic office experience
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Competent, professional and personable
- Basic mathematics and accounting knowledge is necessary
- Excellent oral and written command of the English language is required

- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative

WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required
- Travel: Some travel involved including overnight stays

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate on the basis of race, color, sex (including pregnancy), religion, national or ethnic origin, age, sexual orientation, gender identity or expression, honorably discharged veteran or military status, marital status, sensory, mental, or physical disability, or generic information, or any other status protected by local, state, or federal law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

APPLICATION PROCESS

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

Office of Administration, Human Resources
2762 Avenida Simi • Simi Valley, California • 93065
hr@gracebrethren.com 805.522.4605

Selection Process: All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.