

Position Title: **Assistant to the Elementary School Principal**

Last Updated: February 2021

Reports To: Elementary School Principal

Status: Exempt  
Permanent Full-time

Schedule: Calendar Year; 40 hours per week, 11 month position

Benefits: Full benefit eligibility

Summary Description:

The Elementary Administrative Assistant is responsible for providing all aspects of support services for the Elementary School Principal, faculty, parents and students at the elementary school grade level.

Essential Functions:

- Act as resource for information for staff, faculty, students, parents and the public
- Assist receptionist with tracking visitors, guests, and those visiting the Elementary School
- Answer and screen incoming phone calls directed to the Principal; when appropriate forward calls to appropriate individuals and take messages
- Provide administrative assistance to the Principal; make, schedule and arrange appointments, meetings and events; compose letters, memoranda and bulletins as directed; screen visitors and phone calls; receive mail, prioritize and distribute
- Coordinate and schedule interviews for new hire candidates with Elementary School Principal and appropriate administration and faculty; assist with copying applicant information and distributing credentials to interviewing team
- Communicate across the elementary school team any changes, or issues or concerns when prompted by the Elementary School Principal, keeping the team informed;
- Create and distribute weekly internal newsletter that goes to Elementary School Teachers and Staff
- Communicate with students, parents and the public to explain policies, procedures, and regulations related to school functions and programs; make decisions related to procedural matters according to established guidelines
- Create, gather information, and distribute the weekly parent email and newsletter
- Respond to parent inquiries and requests in a timely manner
- Communicate with classroom teachers regarding messages and situations with students as soon as feasible
- Develop, update, and copy any necessary school forms and other such information as requested
- Gather information and communicate to parents, staffs, as necessary
- Monitor and manage internal space and resource management on Planning Center Software
- Work collaboratively to assist faculty with administrative tasks; assist with end-of-year checkout procedures
- Assist with the distribution of student and parent information materials as needed
- Organize elementary school mailings
- Assist with the organization of all elementary school field trips
- Participate in the coordination of student activities for the elementary school students
- Organize meetings and special events; keep Elementary School calendar current and accurate
- Attend and document Parent Teacher Fellowship Leadership meeting and provide support for effective communication
- Monthly faculty/staff lunches, parent coffees with the Principal, and other appreciation events
- Maintain substitute list with accurate contact information, pertinent background checks, and relevant payroll information for the Elementary School
- Coordinate substitute teachers to cover absences; assist in orienting substitute personnel to the school facility and assigned classroom
- Secure substitutes as needed; provide assigned substitutes with class rosters, lesson plans, materials, keys and schedules for the day to be covered

#### Essential Functions continued:

- Process timesheets for all substitutes indicating the reason for coverage and submit to Business Office for payment
- Follow-up on all requests for absence verification from the Business Office
- Process and submit all requests for faculty leave/absence from the classroom with principals; track approvals for future engagement of substitutes for requested time off
- Manage substitutes by working with staff to ensure all areas are covered at all times
- Maintain accurate records with respect to personnel; assist in maintaining administrative records of students
- Prepare and generate car pool duty list for the entire academic year for teachers
- Serve as alternate for car pool duty when necessary
- Serve as primary contact for all emergencies and school wide notifications
- Participate in leading fire and safety drills for elementary school, including severe weather drills, and lock-down drills with appropriate school personnel; provide Elementary School safety drill information to Drill Coordinator
- Coordinate the ordering of academic supplies, books and materials required by the elementary school curriculum
- Assist with the scheduling of specials (music, physical education, library, art, and Spanish) classes for all grades incorporating schedule into the Master schedule
- Supervise students in the event of a faculty absence
- Serve as back up person in the event of absence of the school receptionist
- Provide routine first aid to students as needed; direct students to the Health Clinic to see the School Nurse when applicable; notify parents of ill or injured students when necessary
- Organize, coordinate, schedule and perform a wide variety of clerical and other office functions and activities related to the administration of diverse programs and operations at the Elementary School
- Assist faculty with ordering supplies, receive shipments, distribute mail and packages, and ensure all items are delivered to the correct individuals maintaining all purchasing records
- Organize budget and financial materials to maintain accurate records for expenditures and the use of funds for the elementary school budget in collaboration with the Elementary School Principal
- Liaise with relevant school departments with regards to special events
- Plan when directed all travel arrangements for Elementary School personnel for conferences
- Adhere to all school rules, protocol, and processes
- Attend all school staff meetings

#### Additional functions:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the Elementary School Principal or Head of School

#### Qualifications:

- High school diploma required; college degree preferred
- Three to five years similar experience, preferably with direct experience in academic environment
- Must be able to work intuitively and independently as well as part of a team
- Strong organizational skills for multi-tasking and prioritizing responsibilities
- Understand and perform duties within scope of authority
- Understand and interpret rules and written direction and apply to specific situations
- Must work effectively with colleagues, faculty and students by practicing respect for deadlines, collaborative problem solving and honest communication
- Perform duties effectively with many demands on time

- Demonstrated writing, interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School
- Solid working knowledge of Word, Excel, Internet, knowledge and use of RenWeb database management a plus
- Positive attitude and presentation with a strict sense of confidentiality
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Possess a valid state driver's license
- Regular and consistent attendance and punctuality is required and a condition of employment

#### Physical Qualifications:

- Regularly required to listen, physically direct, and speak
- Position requiring mobility, including bending, lifting (up to 25 lbs.), pushing, walking, squatting, climbing
- Use of hands and finger to manipulate office equipment, handle, or feel and reach with hands and arms
- Specific vision abilities required including close vision, distant vision, color vision and depth perception
- Must be capable of standing and/or sitting at a computer for extended periods of time, be capable of repetitive movements of wrists, hands and fingers
- Must be capable of occasionally carrying and moving small objects

#### Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- Duties performed routinely within an office environment and thus is exposed to minimal adverse working conditions

#### Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.