



LOWER SCHOOL ADMINISTRATIVE ASSISTANT

SUMMARY OF FUNCTIONS

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing information to callers.

MAJOR DUTIES AND RESPONSIBILITIES

Act as first point-of-contact for public

- Greet visitors entering school.
- Handle visitors' inquiries or direct them to the appropriate person.
- Act as liaison between director/head of school and students, parents, and public.

Handle communications

- Open, sort, and distribute incoming correspondence, including mail, faxes, and email.
- Mail or distribute newsletters or other information.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Prepare responses to correspondence containing routine inquiries.
- Contact, schedule, and manage substitute teachers.
- Hear and resolve complaints from students, parents, and other staff.

Use office equipment to perform administrative tasks

- Operate office equipment such as fax machines, copiers, phone and door entry systems.
- Use computers for word processing, database management, making spreadsheets, and other applications.

Maintain files and records

- File, retrieve, and maintain school documents, records, and reports.
- Manage and maintain directors' or head of school schedules/calendars.



- Collect attendance records from homeroom teachers in the morning.
- Email students' daily attendance to all teachers.
- Assist with class scheduling, class distribution lists, school orders, student supply orders and school budget.
- Collect and file emergency contact forms.
- Collect and record student dismissal changes and notify staff about the changes to ensure student safety.
- Use FACTS to record students' grades.

Other critical tasks

- Order and dispense supplies.

REPORTING RELATIONSHIPS

- Director of Lower School

KNOWLEDGE, SKILLS, AND ABILITIES NECESSARY

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Being aware of others' reactions and understanding why they react as they do.
- Managing one's own time and the time of others.
- The ability to apply general rules to specific problems to produce answers that make sense.



- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

TOOLS, EQUIPMENT, AND MACHINES

- Typical office supplies (e.g. computers, copiers, fax machines, telephones)

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Normal inside environment; office/school setting; occasionally noisy
- Ability to lift 50 lbs.
- Perform minimal physical activities that require use of arms, legs, and moving whole body for standing, walking, sitting, bending, grasping, or stooping/kneeling.
- Clear vision at 20 inches or less.
- Normal hearing requirements.
- Required to pass a background check before starting.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

- Some college education and/or two years of experience

Applicants should submit a resume and cover letter expressing interest in the position to Ashley Turner in Human Resources at aturner@northcross.org.