



SAN RAMON VALLEY CHRISTIAN ACADEMY

POSITION: Administrative Assistant

REPORTS TO: Office Manager

SUMMARY: The Administrative Assistant is the face of our school and a warm welcome should be reflected in personality and attitude to all students, parents, staff members, and the outside public. He/ She assists the needs of all constituents in a respectful, efficient, accurate, and joyful manner.

DUTIES AND RESPONSIBILITIES:

- Greet and welcome guests as soon as they arrive at the office
- Manage visitor sign in and badge distribution
- Answer, screen and forward incoming phone calls
- Receive, sort and distribute daily mail/ deliveries
- Administer first aid to students and communicates to parents
- Ensure reception area is tidy and presentable with all necessary materials available
- Assist with safety procedures in case of emergency
- Update daily attendance in school database
- Manage Parent Service Program including lunchroom and playground volunteers
- Order office supplies
- Complete special project as needed by the Office Manager, Registrar, Vice Principal or Principal
- Update emergency forms as needed
- Perform other clerical duties such as emailing, filing, photo-coping, etc.

QUALIFICATIONS:

- Commitment to Christian living and ability to articulate a personal statement of faith
- High School degree or higher
- Excellent written and verbal communication skills
- Cheerful disposition
- Knowledge of office management systems and procedures
 - Microsoft Office
 - School data base system
 - Website
- Excellent time management skills and ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Customer service attitude, including to children
- Professional attitude and appearance

TERMS OF EMPLOYMENT:

- 40 hours/week; 7:30-4:00 (30 min for lunch)
- Salary: TBD depending on qualifications

EVALUATION: Office Manager