

**School Administrative Assistant
Grace Lutheran Church and School
Position Description**

(April 2022)

Position Title: School Administrative Assistant
Reports To: Principal
Status Full-Time, 12 months
Date: April 28, 2022
Approved By: Principal

This position description will be reviewed periodically and is subject to change.

Primary Purpose of the School Administrative Assistant

The School Administrative Assistant has the primary responsibility to support the school's administration, teachers, and families through the organization and communication of information as outlined below.

Essential Duties and Responsibilities

During the School Year

- Work with teachers and parents to track daily attendance
- Process payments from parents, including tuition and various fees
- Collaborate with the Communications Coordinator to publish weekly Principal Notes and other email correspondence such as GPO notices
- Complete state reports for the Illinois State Board of Education
- Complete and track orders for items being purchased by teachers
- Tabulate daycare and PM kindergarten bills and process Invoices
- Collect student emergency and other mandatory forms and distribute to teachers
- Collect and track physicals and concussion forms for sports teams
- Process transcript requests from current students and alumni
- Maintain the school calendar on the website
- Work with Director of Recruitment and Principal regarding prospective families
- Distribute and track student medication as directed by physicians
- Schedule appointments for the Principal
- Other duties as assigned

During the Summer

- Update student information system for upcoming school year
- Process PO's for summer orders
- Inventory orders received in the summer
- Coordinate and distribute email correspondence to school families
- Collect necessary forms from parents.

Staff Relationships

- Supervised by Principal. Works collaboratively with all teachers and church and school staff members, particularly as related to essential duties.

Equipment and Machines Used

- Personal computer with all necessary software and internet applications, including Microsoft Word, Excel, and Outlook; ACS database system, Google Docs, Office 365, Sign-Up Genius, Quark or InDesign (or similar), voicemail system, copier, etc.

Physical/Mental/Environmental Requirements

In all cases of physical requirements, appropriate reasonable accommodations should and will be considered, whenever possible, to allow position incumbent to accomplish identified essential functions in an alternative manner.

Physical: Position is mostly sedentary in nature. Standing, walking, bending, lifting (approx. 15—30 lbs.) may be required in various amount, however, depending on assignments.

Mental: In general, position can be stressful due to volume of work, deadlines, and or dealing with others on the job.

Environmental: Position involves working in an open-plan environment.

Certificates, Licenses, Registrations

No minimum requirements. Preference for experience with software mentioned above.

Qualifications

Previous work experience in a church, school, or non-profit setting preferred. Additionally, the position requires:

- An understanding of and commitment to the mission of Grace Lutheran Church & School
- Ability to self-direct and multi-task
- Excellent verbal and written communication skills
- Patience while communicating with students and parents