

Medinah Christian School Job Description

Job Title: Administrative Assistant
Reports to (Job Title): Administrator
Status: Part-time
FLSA Status: Non-exempt
Probation: Six months
Evaluation: Annual

Creation Date: January 20, 2012

Revision History:

GENERAL DESCRIPTION

Under direction of the Administrator and or Department Chairs is responsible for making independent decisions, within defined limits, that work to uphold and accomplish the mission and vision of Medinah Christian School. The position requires knowledge of school policies, rules, regulations, and functions. The ability to transcribe taped and verbal dictation, type a variety of documents and correspondence, direct public inquires, enter data, and establish and maintain general and confidential files is a mainstay of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Transcribes taped and verbal dictation and prepares routine correspondence on own initiative. Using word processing, spreadsheet and database applications on a computer, type a variety of correspondence and other documents from dictation, rough draft, written or verbal instructions, which may include minutes of meetings, letters, agendas, bids, statistical and numerical reports, price quotations for purchase orders, procedural manuals, budgets, forms, and special reports.

Receives visitors to the school and schedules, revises, and cancels appointments for the Administrator and staff. Screens incoming telephone calls, mail and other correspondence and prioritizes these by level of importance. Creates and maintains various database records utilizing database software applications and composes routine letters and answers routine requests for information. Creates and maintains confidential and general files, records and correspondence.

Must possess excellent verbal and writing communication skills.

Must work to promote Medinah Christian School and Medinah Baptist Church.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPIRITUAL

Must be a born-again believer in Jesus Christ. Must be in agreement with the ministries, philosophies and policies of Medinah Baptist Church and Medinah Christian School and be an active participating member of a Bible believing church.

EDUCATION and/or EXPERIENCE

Associate's degree in Secretarial Science or equivalent from two-year college or technical school and/or two to four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, technical procedures, legal documents or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to accurately proofread correspondence and documents for grammar, spelling, punctuation, and clarity. Ability to effectively present information and respond to common inquiries and complaints from parents, teachers, staff, school board members, pastoral staff, church elders, deacons, regulatory agencies, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts, such as discounts, ratios and percentage and the ability to create and interpret a variety of graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Excellent typing skills (60+ wpm), ability to take minutes and transcribe taped or oral dictation, a thorough knowledge of word processing applications, such as Microsoft Word; and a working knowledge of Microsoft Windows, spreadsheet and/or database applications, such as Microsoft Excel and/or Access. Knowledge of and the ability to use email applications and other electronic media applications. Individual must possess excellent customer service skills and be a well-organized self-starter and a team player. Knowledge of common Christian school operations, procedures and practices is helpful but not required. Knowledge of RenWeb, FACTS, and QuickBooks and the ability to conduct Internet research is extremely helpful.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger coordination or feel the computer keyboard or mouse. The employee frequently is required to stand, walk, sit, reach with hands and arms to file, and talk or hear on the phone or in person. The employee is occasionally required to stoop, kneel, or crouch down to reach lower level file drawers. The employee must occasionally lift and/or move boxes of paper or files up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

The employee must be available and present for work as scheduled. The employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The office is often busy and sometimes congested with visitors, students and staff. Numerous phone calls and email inquiries occur throughout the workday and must be managed. The ability to focus and block out mental distractions while remaining vigilant is a must.

EVALUATION

Administrator with the advice of Department Chairs