



Elementary Administrative Assistant

Position Summary

Plymouth Christian Academy is seeking an **Elementary Administrative Assistant**. The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing his/her daily duties.

Personal Qualifications

The Elementary Administrative Assistant shall....

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
4. Be actively involved and faithful in attendance at a local, church which has a Statement of Faith in agreement with the school's Statement of Faith
5. Be in wholehearted agreement with the school's Statement of Faith and Christian philosophy of education.
6. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

Qualifications

1. To have the desire to serve in this position and have a love for Christian education and demonstrate dedication to serving in this ministry.
2. Ability to establish partnerships with School personnel, School families and the students.
3. Must have ability to lead special projects and complete them in a timely manner.
4. Strong administrative and organizational skills representing at least 3 years of experience.
5. Strong computer skills are required, especially Google and Microsoft Suites.
6. Minimum of High School diploma or GED Equivalency are required, college coursework is preferred.

Job Responsibilities

1. Must be flexible and available to work 40 hours per week, Monday – Friday, which does not include Summers or school holidays.
 - a. Primary work hours will be 7:15 a.m. – 4:00 p.m. but there will be times he/she must be willing to stay and finish projects, as needed.
2. Must take the initiative to send home announcements with all students regarding events.
3. Schedule school facilities usage for Elementary Principal and events.
4. Expected to alert school maintenance personnel of repairs and maintenance concerns, as requested.



5. Manage, maintain, and organize Elementary Principal's calendar for weekly and daily events. Must meet with the Elementary Principal to inform him/her of upcoming events, meetings, and to receive any upcoming projects.
6. Lead communications including memos, letters, etc. when needed to inform staff, and parents of any pertinent information.
7. Complete all daily assignments, letters, memos, reports. before leaving at the end of day.
8. Coordinate Elementary Substitute Teacher and staff replacement process for PK-6th grade, Secretarial and lunchroom positions.
9. Elementary Administrative Assistant may delegate projects to other clerical Elementary staff or to volunteers (copying, distribution of materials, mass mailings, etc.)
10. Compose and mail any communications as directed by the Elementary Principal to appropriate staff, students, parents, etc. daily.
11. Ability to edit (correct errors, add punctuation, correct slang, etc.) all correspondence requested by the Elementary Principal to ensure it is error-free of typographical and grammatical errors before sending to families and staff.
12. Maintain Elementary Principal daily meeting schedule, including evening and weekend meetings.
13. Maintain consistent communication with the Elementary Principal to provide information about school-related verbal feedback. Inform him/her of suggestions and criticisms.
14. Responsible for handling and sorting of Elementary incoming and outgoing mail, acknowledging, or redirecting mail in his/her absence. Responsible for taking all incoming calls and making outgoing calls, as needed for Elementary Principal.
15. May need to attend meetings i.e., Orientation/Parent Meetings, Open House, etc. as required by the Elementary Principal.
16. Ability to communicate with prospective parents, answer any questions and inquiries.
17. Must be able to manage minor emergencies that may arise with elementary students.
18. Maintain all student records in FACTS and CA-60s.



19. Work with Admissions Director on enrollment/admissions for Preschool-sixth grade and Elementary Homeschool Partnership
20. Assist the Elementary Coordinator with any copying, mailings, or school-related projects.
21. Oversee the submission of pictures and general details for the elementary yearbook.
22. Update student medications and make faculty aware of any medical situations.
23. Communicate supply orders for the elementary office to the Office Manager.
24. Assist with ACSI accreditation process.

Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.