

POSITION DESCRIPTION
Job Title: Office Assistant Department: Administrative Support Reports To: Head Administrator Type of Position: Non-exempt; Hourly; Salaried
POSITION SUMMARY
Greets families and public, both inside the main office and on the phone. Performs various clerical activities in support of faculty and administration.
GENERAL JOB QUALIFICATIONS
Must obtain CPR and First Aid Training certificates. Physical ability to adhere to safety regulations. Willingness to adhere to Crosspoint Christian School policies. Ability to use Microsoft Office, FACTS SIS and other software.
EVALUATION
Performance of this job will be evaluated at scheduled intervals.
ESSENTIAL DUTIES AND RESPONSIBILITIES
<p><i>Essential Duties and Responsibilities include the following. Other duties may be assigned.</i></p> <ul style="list-style-type: none"> • Receive and direct telephone correspondence in a courteous, efficient, and timely manner. • Answers general questions about CCS and provides callers with information requested. • Welcomes on-site visitors, determines nature of needs, and directs visitors to appropriate personnel, announcing visitors as necessary. • Schedules appointments for student tours and interviews with appropriate personnel. • Monitors visitor access • Receives, sorts, and routes mail • Maintains copy/fax machines, assists users, sends faxes, and retrieves and routes incoming faxes • Enter data into FACTS SIS • Monitors student attendance and make phone calls for absent students • Tend to sick students • Schedule substitute teachers in an emergency • Issue parking passes • Organize and maintain student files • Make records requests from other schools • Reply to records requests from other schools • Track student information such as immunizations. • Assign student and staff login and passwords for FACTS and Google Classroom. • Process school mailings • Design and distribute weekly electronic newsletter • Send email to families as directed • Track donations for fundraisers as directed. • Takes payments for fees and activities • Coordinates transportation for all student & athletics activities and in conjunction with the Athletic Director, advisors, and faculty • Collect school and sports forms from students & families • Field Trip management • Schedule emergency drills (earthquake, fire, lockdown) • Order office and school supplies • Maintain master calendar in hallway • Tracks Facilities Use Schedules • Coordinate weekly catered lunch • Schedule school pictures

- Schedule Lion's Club eye screening for students
- Email student progress reports
- Monitor and follow through on the list of students who cannot have information published
- Tidy up office area
- Perform other clerical duties as needed, such as document and certificate creation, editing and creating forms, filing, photocopying, and collating
- Demonstrates regular and reliable attendance

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.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft office software and the internet.

Other Qualifications

Maintains a clear criminal background

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service Competencies

Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance

Interpersonal Skills Competencies

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Communication Competencies

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings; Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork and Organizational Support Competencies

Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed; Volunteers readily; Asks for and offers help when needed; Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Prioritizes and plans work activities; Attends scheduled staff meetings; Uses time efficiently.

Faith and Ethics Competencies

Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Promotes a harassment-free environment; Regularly attends church; Demonstrates Christ-like character; Attends Corporate Prayer Meetings; Seeks out opportunities to minister to others.

Professionalism Competencies

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Follows through on commitments; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Quality Competencies

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security Competencies

Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality/Dependability

Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL REQUIREMENTS OF JOB**LIFTING**

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				x	
11-20 lbs			x		
21-50 lbs		x			
51-75 lbs	x				
76-100 lbs	x				
>100 lbs	x				

Maximum amount lifted by worker without assistance: 30 lbs .

CARRYING

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs			x		
11-20 lbs		x			
21-50 lbs	x				
51-75 lbs	x				
76-100 lbs	x				
>100 lbs					

Maximum amount carried by worker without assistance: 20 lbs.

PUSHING/PULLING FORCE TO BE EXERTED

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				x	
11-20 lbs				x	
21-50 lbs			x		
51-75 lbs		x			
76-100 lbs	x				
>100 lbs	x				

Maximum weight of object pushed/pulled by worker: 70 lbs .

Distance: 20 feet Type of Surface: level tile or vinyl

ENVIRONMENT (WORK CONDITIONS)

Works inside 95 % of time.	Works outside 5% of time.
Temperature Extremes: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Works on or around moving machinery or mechanical parts: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			x		
Twist			x		
Crouch/Squat			x		
Kneel			x		
Crawl			x		
Walk-level surface				x	
Walk-uneven surface			x		
Climb Steps				x	
Climb Ladder		x			
Work at Heights	x				
Reach at or above shoulder			x		
Reach below shoulder			x		
Use of Arms				x	
Use of Wrists				x	
Use of Hands				x	
Grasping/Squeezing			x		
Operate Foot controls		x			
ENDURANCE					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Sitting				x	
Standing				x	
Walking				x	
Change positions				x	

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.