



Valley Heights Christian Academy

Established 1982
An outreach of Calvary Baptist Church
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JOB DESCRIPTION – Administrative Assistant

The Administrative Assistant is under the direction and supervision of the Board of Education. Coordination of the Administrative Assistant's work is carried out through the Board of Education.

The Administrative Assistant shall provide the required secretarial/clerical support to the school in all aspects of its day to day operations. The Administrative Assistant must work in a team-based environment and display a high degree of professionalism and diplomacy in dealing with the general public, students, staff, volunteers and outside agencies.

Working collaboratively within the school, the Administrative Assistant will demonstrate a strong commitment to the planning for improvement in support of student learning, and will report directly to the School Administrator and Board of Education.

In planning for the most effective use of the Administrative Assistant's time, the following points should be kept in mind:

1. The Administrative Assistant is employed to carry out the clerical and secretarial work of the school.
2. The Board of Education is responsible for delegation and supervision of work to the Administrative Assistant.
3. The Administrative Assistant can be classified under two headings:
 - a. the work of the school office
 - b. the responsibility of clerical assistant to the Board of Education
4. The Administrative Assistant will assist the teaching staff wherever he/she is needed.

Competencies Required:

1. The ability to effectively perform a wide range of office clerical duties including records management, preparation of reports and documentation processes within the school office environment.
2. The ability to work effectively in a team environment.
3. The ability to demonstrate positive interpersonal skills and communicate effectively with the students, parents, school community, staff and external groups such as government agencies.
4. Must demonstrate commitment to customer service.
5. The ability to demonstrate good judgment, emotional stability and the ability to know when to handle a problem or when to refer it to the Board of Education.
6. The ability to multitask and prioritize.
7. The ability and willingness to accept increasing responsibility as delegated by the School Board.
8. The ability and willingness to utilize and adapt to current and changing technologies as required within the office environment.
9. The ability to maintain and promote confidentiality.

10. The ability to apply knowledge, experience and commitment in the areas of race relations, multicultural understanding and human rights.
11. The desire and ability to engage in continuing education and professional development as required by a changing office environment.

Specific Job Components:

The Administrative Assistant shall perform those tasks assigned by the Board of Education or Administrator. These tasks may vary, from time to time, and may include, but are not limited to the following:

1. Provide clerical support in the day to day operations of the school, including copying, word processing, creating databases, management of telephone calls and emails, taking and delivering messages, filing, utilize the internet and other office management activities.
2. Provide receptionist services to staff, students, and general public; greeting visitors, determining nature of business, and direct the visitors to correct destination.
3. Assist in the student registration process as required.
4. Respond to inquiries from parents, staff, students and the general public.
5. Maintain an effective bookkeeping system for financial transactions as assigned by the Board of Education; Items may include: tuition, registration, fees, donations, fundraisers, etc.
6. Maintain time & attendance records for all school staff.
7. Maintain student information system as required by the Board of Education; this system may include student: grades, attendance, personal information, parent information and other records as required.
8. Complete & submit required documentation or electronic data as requested by the Board of Education.
9. Assist the school response team during emergency/medical situations; able to administer first aid as needed.
10. Arrange for daily substitutes for teacher and instructional assistants.
11. Other duties as deemed appropriate by the Board of Education.

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.

Certificates, Licenses, Registration:

A valid driver's license.

A Background Screening Check performed by Calvary Baptist Church for security purposes.

A signed annual contract with School Board of Education.

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 frequently required to sit; use hands and fingers, to handle/feel; reach with their hands and arms; talk and hear. The employee is frequently required to stand, walk, stoop, kneel or crouch. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

Qualifications:

1. A person who has accepted Jesus Christ as their personal Savior.
2. A person of good Christian faith, demonstrates spiritual maturity and maintains a positive public testimony.
3. A person who follows the principles and commandments of Scripture and is thereby discreet, able to keep confidential information that is private and personal in nature, modest in dress, and avoidance of the appearance of evil.
4. A person who is a member of their church and regularly attends that church.
5. A committed supporter of Christian education, dedicated to serving this school and the church.
6. Completion of a certificate/diploma program from a recognized institution in Office Administration/Management, Secretarial Science, or an acceptable equivalent obtained through relevant job training and experience.
7. Training and/or experience in a computerized office environment with proficiency in Microsoft Office Suite, including but not limited to Word, Excel, Publisher and Outlook.
8. Demonstrate pride in the school, students, and staff

Terms of Employment:

HOURS:

1. To be in the office promptly at 7:45 am and remain until 3:15 pm during the school year (30-minute lunch) for a total of thirty-five (35) hours per week;
2. Individual will maintain flexible hours to the equivalent of 18 hours per week or less (excluding 30 min lunch) during the summer.
3. The office will be closed during school breaks during the school year.
4. A time card must be maintained weekly. Any overtime must be approved by the administrator prior to being worked in any given pay period.

Benefits:

1. Entitled to five (5) Sick Leave Days and two (2) Personal Leave Days during the contract period. Unused Leave Days may not be accumulated.
1. Payment for any unused Sick Leave and/or Personal Leave Days shall be paid at the current rate of \$40 per unused day. Compensation will be at the end of the current contractual year.
2. Up to five (5) days will be provided for bereavement leave of an immediate family member and up to three (3) days will be provided for bereavement leave for the death of other family members (see contract for details). These days are not to be accumulated from year to year.
3. Individual is eligible for ten (10) paid holidays each year (see contract for details)

Salary:

\$14.20 per hour

Evaluation:

Performance on this job will be evaluated in accordance with the school board policy and administrative requirements. The coordination of the Administrative Assistance work is carried out through the Administrator.