



Developing Christlike Character  
and Academic Excellence

## **Administrative Assistant Job Description**

### **General Description**

- Job Summary:** The Administrative Assistant supports the main office by providing competent service and assistance. This person shall be spiritually mature and shall reflect the purpose of the school, which is to honor Christ at all times.
- Hired by:** The Head of School and The Board of Directors, Linn Christian Education Association
- Responsible to:** The Office Manager and the Head of School
- Supervises:**
- Evaluated:** An annual written evaluation.
- Type of Position:** This is a non-exempt employee that is paid on an hourly basis.

### **Required Spiritual Qualities**

It is expected that the Administrative Assistant will...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence of the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

### **Required Professional Qualities**

It is expected that the Administrative Assistant will...

- Have good verbal and written communication skills.
- Demonstrate basic proficiency in computer word processing, e-mailing, and accessing the Internet.
- Be willing to learn other types of educational software used by the school.
- Be able to handle multiple tasks simultaneously.
- Have disciplined time-management skills.
- Possess evidence of other adequate preparation, background, or experience as determined by the Head of School.

## **Required Personal Qualities**

It is expected that the Administrative Assistant will...

- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.
- Sign and live by the school's lifestyle statement as a condition for employment and continued employment ministry.
- Be a self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Display friendliness and a good sense of humor.
- Have the ability to warmly and articulately communicate when using the phone and intercom.
- Demonstrate organizational skills and the ability to work with people, projects, and resources.
- Display courtesy and patience in dealing with others.
- Recognize his or her own mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to the constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Have the customer service and public relations skills necessary to be a good school representative.
- Have knowledge of office procedures and methods, including those related to social communications skills and proper office etiquette.

## **Office Responsibilities**

- Answer the phones, monitor cameras, and screen front doors.
- Help others with projects, as needed.
- Recess duty.
- Be organize.
- Work well with others, team player.

## **Additional Duties or Responsibilities**

It is expected that the Administrative Assistant will...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Assist the Head of School in promoting a comprehensive brand for the school.
- Perform any other duties that may be assigned by the administration.
- Be willing to adjust work hours to accommodate special schedules or school-related activities as requested.

**Physical Requirements to Fulfill the Essential Functions of this Position**  
Administrative Assistant

Working Environment	Occasionally	Frequently	Daily
Outdoor Duty		X	
• Cold (50° or lower)	X		
• Heat (90° or higher)	X		
Gases/Fumes/Dust			
Chemical Solvents			
Noise			
High Stress	X		
Interruptions			X
Overtime Necessary			
Climbing Stairs	X		
Crawling			
Standing		X	
Sitting			X
Walking			X
Running			
Kneeling	X		
Bending	X		
Reach Over Shoulder	X		
Reach Chkbrd Height		X	
Pushing			
Pulling			

Operating Machinery	Occasionally	Frequently	Daily
Telephone			X
Computer			X
Copier			X
Printer			X
Calculator	X		
Projection Camera			
Interactive White-board			
AV Equipment			
Other			

Other Requirements	Occasionally	Frequently	Daily
On-time arrival			X
Regular Attendance			X
Summon 911 Help	X		
Apply CPR/First Aid			
Lead Field Trips			
Communicate Data			X
Prepare Reports			X
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Speak Clearly			X
Hear Clearly			X
Manual Dexterity			X
Eye/Hand Coordination			X
Driving			
Flying			

Moving Heavy Items	Occasionally	Frequently	Daily
Lifting/Lowering	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.	X		
• More than 50 lbs.			
Lifting Over Shoulders	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.			
• More than 50 lbs.			
Carrying	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.			
• More than 50 lbs.			

Date Job Description Last Reviewed: April 1, 2017

