

POSITION: ADMINISTRATIVE ASSISTANT

Purpose of Position:

This position fulfills the mission of Rockford Christian by providing organizational support for administrators and employees that ensures successful mission delivery of academic excellence and spiritual formation in the classroom. The support roles are vital for overall school health and well-being.

Position:

- Full Time
- 10 Month Employee
- Hourly / At-will
- Not benefit eligible

Reports To: Head of Lower School
Evaluated By: Head of Lower School
Direct Reports: None

Qualifications:

- High school diploma; additional qualifications as an administrative assistant or secretary preferred.
- Relevant experience as a receptionist or an administrative assistant
- Knowledge of office management systems and procedures.
- Proficiency in MS Office (Word, Excel, PowerPoint) or the Google equivalents.
- Excellent time management skills and ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication.
- Strong organizational skills with the ability to multitask.
- In agreement with the Rockford Christian School (RC) Statement of Faith.
- Active member/regular attendee of Bible-believing church and committed to growth in his/her relationship with Jesus Christ.

Professional Profile:

- Committed to the mission of RC - *to cultivate biblically minded students who serve God to their greatest potential and impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem solving skills.
- Demonstrates consistent spiritual leadership.
- Demonstrates effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Exhibits initiative for working with minimal direct supervision.
- Demonstrates an aptitude for hands-on work, including cutting, laminating, and other elementary school type projects

Responsibilities:

- Greet and welcome all visitors, parents, etc. Make sure that they sign into the system telling what child(ren) they are visiting.
- Be the primary individual to answer phone calls and direct them to the appropriate individual.
- Maintain a clean and organized area.

- Assist with administrative assistant functions such as filing and document preparation.
- Take lunch orders for classrooms and send the finalized order to the kitchen
- Oversee daily attendance procedures for Lower School campus; reconcile attendance by 9:00 am; provide timely reports to Head of Lower School.
- Be willing and positive when there is a need to fill in for an absent staff member such as - kitchen help, classroom support, and recess supervision
- All other duties as assigned.