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| **Job Title** | *Elementary Administrative Assistant* |
| **Reports to** | *Elementary Principal* |

**Job purpose**

* The Mission of Lakes Church Academy is to “*Build Champions for Christ, by providing a Biblical worldview education in a Christ-centered environment.*” The Elementary Administrative Assistant (hereafter EAA) provides administrative support to the day-to-day operations of Lakes Church Academy. The EAA will function as the receptionist, communication facilitator and resource manager of the school. The EAA will work under the direction of the Elementary Principal and in conjunction with other Academy staff and faculty, as well as Lakes Church staff.

**Duties and responsibilities**

* FACTS School Management System: Assist in administering the FACTS management system, which includes Admissions, Student Information System and the Tuition management and accounting software.
* Planning: Assist in maintaining the Academy’s master calendar and schedules. Schedule and arrange appointments, meetings and conferences as directed by the principal.
* Communication: Exhibit polite and professional communication of information via phone, emails, social media, postal service and personal interaction. Perform public relations and communications services for the principal. Maintain a system of communication to Academy families so they are informed of student performance, school events or other activities. Communicate with faculty, Academy families, church staff and various outside agencies to exchange information, request and provide resources, coordinate activities and resolve issues or concerns.
* Academy Elementary division receptionist: serve as point of contact for faculty, school families, the church and the public.
* Financial: Assist as directed in collecting and accounting for monies received for school operations, including tuition, fees, sales, sponsorships, fund-raising efforts and other means of financial exchange. Assist in the preparation and management of the school budget and financial reports. Prepare and submits purchase orders as assigned. Prepare reimbursement requests and deposits according to established procedures.
* Personnel: Assist as directed in maintaining accurate and confidential records with respect to faculty and staff. Assist in the completion and submission of time sheets to the principal.
* Organizational Systems: utilize established Lakes Church organizational systems for facility and housekeeping request (eSPACE), database management (Planning Center) and event promotion as requested.
* Health and Safety: Perform First Aid, as able and when necessary, according to established guidelines. Dispense approved medication in accordance with school policy. Ensure that security personnel are aware of any dangerous situations. Ensure the school facility is secure from intruders.
* Facilities and equipment. Work with Academy faculty, church staff and vendors to ensure the on-going operation of facilities and equipment.
* General administrative task: Perform task as required, including word processing, proofreading, filing, recording information and producing spreadsheets as requested. Assists with planning school events and field trips as needed; arranges travel for assigned personnel as required. Operate a variety of office equipment including a computer, tablet, Smartboard, phone system, copier, intercom system, two-way radio and mailing equipment.
* Attend and participate in assigned meetings and trainings; prepares minutes from notes as required.
* Adheres the Faculty Handbook of Lakes Church Academy.
* Perform other duties as assigned.

**Qualifications**

* A mature Christian faith and a demonstrable lifestyle of following Jesus Christ.
* In agreement with the Baptist Faith & Message and a signed Statement of Cooperation of Lakes Church.
* A servant’s heart that desires to minister to students, parents, faculty and the community at large for the glory of God.
* Supports the leadership and vision of Lakes Church and Lakes Church Academy.
* High School degree, GED or greater.
* Three or more years’ experience in an administrative assistant position.
* Ability to manage multiple task simultaneously, efficiently and on a deadline. Organized.
* Strong verbal and written skills. People person.
* Microsoft Office, financial software and database management proficient.
* Capable of supply management and inventory control.
* Confidential and professional
* Problem solver and able to work independently.
* Responsible and trustworthy

**Direct reports**

The Elementary Administrative Assistant works under the supervision of the Elementary Principal and is accountable to the Senior Pastor, Head of School, Executive Pastors and the Personnel Committee of Lakes church.

**Accepted**

I have read and understand the job description and I am willing to accept this position.

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 Name (Printed) Date

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 Signature

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| **Approved by:** |  |
| **Date approved:** |  |
| **Reviewed:** |  |