



GRACE ACADEMY

Grow in Grace

Job Description – Administrative Assistant

JOB SUMMARY

Under the direction and supervision of the Director and Assistant Director, the school administrative assistant is responsible for a wide range of tasks that support the smooth operation of a school office and assist with administrative tasks.

ESSENTIAL FUNCTIONS:

- Establish, maintain, and monitor accurate, neat and efficient electronic and manual filing systems.
- Prepare letters, reports, forms, and other materials as requested.
- To assist with scheduling and communications.
- Ability to handle confidential information with complete security.
- Prepare accurate minutes of meetings.
- To assist the assistant director with supply orders related to state funding.
- To assist the assistant director with managing grade-level curriculum materials inventory and with ordering of materials.
- To assist with preparing report cards for teachers.
- To assist with managing the library system.
- To assist with field trip planning as needed.
- To present and represent Biblical values.
- To ensure that school policies are reflected in daily practice.
- To assist with creating and manage a caring, supportive, purposeful and stimulating environment, which is conducive to children's learning.
- To help safeguard the health and safety of students and staff.
- To participate in staff meetings as required.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programs of study, teaching materials, resources, and methods of teaching.
- To assist with anything else needed but not included in this description.

Preferred Knowledge, Skills & Abilities Necessary to Performance of Essential Functions:

- Computer skills – WORD, EXCEL, email, (others as applicable)
- Two years clerical/secretarial experience, including word processing.
- Ability to communicate effectively and help others.
- Successful work background.



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Desirable Knowledge & Abilities:

- Previous experience in a school setting or institution of higher education.
- Experience working with students and parents.
- Ability to perform minimal bookkeeping procedures.
- Hold and maintain a Pennsylvania Driver's License.
- Knowledge of modern office practices and procedures.
- Ability to maintain clerical records and prepare simple reports.
- Ability to learn and interpret rules, regulations, laws and instructions.
- Knowledge of and ability to use English correctly and appropriately.
- Ability to perform required clerical work accuracy and within established timelines.
- Ability to operate a variety of office machines.
- Ability to utilize word processing, data base and spread sheet programs on the computer.
- Ability to meet and interact with public and employees with tact, courtesy and discretion.
- Ability to compile information from various sources and type on a variety of forms.
- Ability to exercise independent judgement in the interrelation and application of standard practices and procedures.