



Administrative Assistant

Upper School

Position Overview:

The Upper School Administrative Assistant shall be a born-again high school graduate, who feels called of God to this position. He/she shall prayerfully perform a variety of office, administrative, and secretarial duties. The Administrative Assistant's performance will be evaluated in accordance with the provisions of the School Board's policy on Evaluation of Professional Personnel and this job description.

Required Personal Qualities:

- Have received Jesus Christ as his/her personal Savior and have a clear testimony
- Believe that the Bible is God's Word and is the standard for faith and daily living
- Agree with the North Hills Christian School Statement of Faith

Minimum Qualifications:

- High school diploma

Essential Job Functions:

- Reflect in every activity an understanding of the school's purpose and goals.
- Performs diverse office-related managerial responsibilities within areas and limits of authority as delegated by the Principal
- Coordinates and organizes office activities and coordinates flow of communications and information for the Principal
- Handles routine issues and emergencies concerning employees and students, makes decisions independently or collaboratively and recommends action as appropriate
- Compiles information and prepares and maintains a variety of records and reports related to assigned activities
- Inputs a variety of information into an assigned system; assures accuracy of input and output data
- Maintains confidentiality of various aspects of school operation including sensitive and personal information
- Performs a wide variety of secretarial work, including typing and word processing, proofreading, filing, recording information and processing and distribution of correspondence
- Cover the front reception area
- Assist in emergency substitute need situations
- Receives and greets visitors to the high school building and provides information to parents and the public; screens correspondence and telephone calls for high school principal and high school teacher
- Updates and maintains multiple calendars as assigned; organizes appointments and meetings
- Operates a variety of office equipment including a copier, fax machine, two-way radio, computer and assigned software



NORTH HILLS CHRISTIAN SCHOOL

EQUIPPING HEARTS AND MINDS OF STUDENTS TO IMPACT THE WORLD FOR CHRIST

Ability to:

- Perform a variety of clerical and secretarial duties to relieve the Principal of administrative and clerical detail
- Learn school organization, operations, policies and objectives
- Assure smooth and efficient office operations
- Understand and carry out oral and written instructions
- Compose correspondence and written materials independently or from oral instructions
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Work confidentially with discretion.

Working Conditions

- General office environment. Use of telephone, computer, and general office machines.
- Some lifting required.

Please submit resume and cover letter to Kelly Lookadoo, klookadoo@northhillschristian.com.