



Job Title: Administrative Assistant

FLSA Status: NonExempt

Dept: Valeo Academy

Date: June, 2019

Reports To: Principal and Administrator

JOB SUMMARY: Provide Administrative Assistant/Secretarial services to the Principal and School Administrator, and the Valeo Office in terms of admissions, attendance and the nurse's office.

ESSENTIAL JOB DUTIES

1. Serve as the front-line face and voice of the Valeo Academy office by warmly greeting children, parents, visitors. Answer phones, field questions, monitor traffic and observe security measures with secured facilities. Conduct tours and student visitor set-up.
2. Check, open and respond to all e-mails, inner-office mail, and mail deliveries. Distribute communications/mail accordingly, post outgoing mail. Help facilitate mass mailings with prepared envelopes, etc.
3. Create and maintain school letters, emails, mailing labels, faxes, memos, hall passes, ID's, name tags, signs, watermark, color pintables, student/parent notices, fliers, basic school signs, e-blasts, etc.
4. Perform organizational tasks in the office with all forms, supplies, equipment, keeping order in office; maintain photocopier and all supplies. Be responsible for ordering all supplies.
5. Assist with fundraisers, and all major events of the school
6. Recruit parents to volunteer for various tasks or trips, provide ongoing communication with volunteers
7. Communicate with teachers via text about meetings, schedule changes, etc., assisting them with general daily needs, bathroom breaks, parent communication, color copies, orders, etc.
8. Submit to accounting all reimbursements for teachers & office, receive tuition monies and submit to Accounting
9. Reserve buses for field trips, put in req for payment, confirm reservations
10. Oversee lunch program, update and send home menus, communicate with and place orders with vendors, make sure they are paid and receipts are submitted, deposit money, place req in Shelby for vendors. Coordinate with parent volunteer for cutting and organizing tickets.
11. Oversee Karate program, change and distribute new flyers every 6 weeks, keep track of and deposit participation fees, take & monitor weekly attendance. Put req in monthly for karate instructor's payment.
12. Assist with scheduling for music & voice lessons, receive payments, submit to accounting, put in req for Joanne's payment in a timely manner
13. Oversee 'After School Enrichment' program, communicate with facilitator. Distribute flyers, liaison between instructor and school. Ensure room is ready.



14. Monitor the late arrival and early dismissal of students, absenteeism; Distribute tardy passes and hall passes to students, contact parents as necessary and communicate with teachers
15. Maintain in PowerSchool student attendance data that is taken in the school office, maintain family contact info
16. Verify that teachers have taken attendance daily
17. Schedule assessment student interviews, keep all admissions materials up to date, handle admissions mailings
18. Assist students with basic first aid needs; administering prescription medication when required; Track, store & label student's prescriptions

Required Education, Knowledge, Skills And Abilities

1. Must have a saving knowledge of Jesus Christ and have answered his call to commitment of service. Must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision and Culture. Attend services on Wednesdays and Sundays.
2. Must be physically able to stand for 1 hour at a time, bend, and reach, answer the phone and speak. Must be able to lift up to 10 lbs.
3. Have a thorough working knowledge of MicroSoft Word, Excel and PowerPoint, MicroSoft Outlook
4. Must have the ability to multi-task, be proactive on projects, and anticipate the needs of the office.
5. Must have excellent organizational skills and attention to detail.
6. Be able to type 60 wpm with accuracy
7. Have excellent communication skills with all levels of employees in the office, parents and children alike. Excellent communication skills include the ability to compose letters (written communication), verbal communication and listening skills.
8. Have a minimum of 3 years of administrative assistant experience and/or combination of education and experience. Associates Degree is preferred.

By signing, I acknowledge receiving and understanding this description and agree to perform the duties to the best of my ability.

Signature

Print Name

Date