

**GRACE LUTHERAN SCHOOL, HUNTSVILLE, AL
SPECIFIED JOB DESCRIPTION**



POSITION: Administrative Assistant

ACCOUNTABLE TO: Principal

PURPOSE: To use leadership and supervisory skills and resources to engage and promote the educational programs of Grace Lutheran School.

PRIMARY DUTIES AND RESPONSIBILITIES

General Responsibilities:

1. Support the value, philosophy, and mission of Grace Lutheran School.
2. Perform these services according to the Word of God and the teachings of The Lutheran Church-Missouri Synod.
3. Contribute towards a positive Christian environment and respond to individual needs.
4. Facilitate the personal, social, intellectual, and faith-lives of students and families.
5. Communicate effectively with members of the school and church community.
6. Work effectively with parents, faculty, and church members.
7. React to change productively and handle other tasks as assigned.
8. Support the Lutheran School system.

Position Responsibilities:

9. Exhibit leadership skills including strategic thinking, managing multiple priorities, organizational abilities, team building, and the ability to meet deadlines and manage details.
10. Respond with professionalism in addressing highly sensitive matters.
11. Support policies and procedures established by the faculty, staff, administration, Board of Directors, and congregation.
12. Maintain a positive working relationship in the school office, faculty, staff, principal, visitors, and the community.
13. Coordinate the administrative function of the principal's office.
14. Attend meetings with and for the principal upon request.
15. Assist the principal in communicating clearly directions and functions to the faculty, parents, volunteers, and congregation.
16. Maintain timesheets and prepare them for principal's final approval.
17. Participate in Staff Development programs as agreed upon with principal.
18. Run report cards at the end of quarter and communicate progress reports at the midterm.
19. Coordinate ordering of supplies, curriculum materials, etc. with principal.
20. Maintain accurate school event calendar.
21. Work closely with the principal in developing budgetary goals.
22. Assist with planning and attend all major school events and activities including periodic weekend and evening events.
23. Receive and screen incoming calls, taking clear messages and returning calls, if asked, of the principal.
24. Schedule appointments for the principal.
25. Sort and open mail; draft preliminary responses.

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(Date)

26. Articulate the school's mission effectively to potential families.
27. Maintain up to date and well organized files up to and including: student, faculty, staff, state, etc.
28. Manage school RenWeb data with business office and admissions director.
29. Submit monies received to the business office, providing accurate financial statements for all things pertaining to events, missions, and various charges.
30. Ensure that office machines and area are clean and well maintained and that office supplies are adequately stocked.
31. Coordinate and help establish and maintain the admissions database and student enrollment files with the admissions director and business office.
32. Coordinate communication pieces, including admissions materials, social media, and the website.
33. Complete Start-of-Year and Year-End tasks on RenWeb as designated.
34. Complete RenWeb training on applicable components.
35. Maintain the Health Room – stocking supplies and keeping it ready for use.
36. Provide basic first aid to students.
37. Screen students for illness.
38. Communicate injury/illness to parents in a timely, appropriate manner.
39. Accurately maintain the Health Log, administering medication as authorized.
40. Cooperate with the principal by performing any other duties when asked to do so.

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