



Office Administrator

Job Description

A. Purpose

Living Stones Academy is seeking an Office Administrator to:

- provide hospitality to each member of this Christ-centered learning community
- connect families to Living Stones
- assist students who may have injuries or need assistance
- support teachers and staff with clerical functions

This is an ideal job for someone who has passion, zeal and energy for interacting face to face with guests and visitors. You will be the first point of contact for students, families, and guests of LSA.

B. Job Responsibilities and Requirements

Must demonstrate a deep love for God and others. Your hospitality and kindness provides a deep welcome. Your attention to details and providing order and structure will serve to provide a good foundation to the smooth operations of our school. Must have completed at least 2 years of college.

Responsibilities:

1. Warmly welcome each person who enters the building.
2. Be available to assist students, staff, volunteers and guests.
3. Communicate with families regarding attendance and transportation changes/requests.
4. Manage bussing roster and communication with Dean Transportation.
5. Monitor and order office supplies.
6. Field initial phone calls, emails and visits from parents and/or visitors.
7. Create and revise office documents/forms relevant to school function (ex. School calendar, parent conferences etc.).

8. Oversee and manage the school office in coordination with and under the direction of the Head of School.
9. Care for students who are injured and/or sick (ex. Applying band aids, distributing ice packs and taking temperatures).
10. Be available to assist with various projects as time permits.
11. Weekly communication to parents via school newsletter.

Requirements:

1. Model Christ-like behavior.
2. Demonstrate ethical behavior and confidentiality of information about students in the school environment and community.
3. Communicate effectively, both orally and in writing.
4. Must have a minimum of 2-3 years of relevant experience.
5. Must be able to complete basic computer tasks -- and a willingness to learn new ones.
6. Must be proficient in Google Office Suite and Microsoft Office Suite.

C. Skills and Abilities

1. Work well with others and independently.
2. Able to multitask and remain calm in a fast-paced work environment.
3. Must be able to identify priorities, create organizational systems and solve problems.
4. Communicate effectively and concisely.
5. Maintain confidentiality and protect the privacy of staff and families.

D. Job Classification and Hours

This position is 35-40 hours/week during the school year and 5-10 hours/week during the summer. Hourly wage will be determined based on previous experience (\$15-17 hr).

Position also includes health, dental, and vision coverage; a 4% contribution toward retirement; and a staff tuition discount for children who attend Living Stones Academy.