



Horizon Christian School Receptionist/Administrative Assistant

General Description

Horizon Christian School is seeking a full time Receptionist/Administrative Assistant. This individual will assist customers and students and provide support to administrative staff, teachers, other staff and volunteers so they can better function efficiently, effectively, and productively. This person shall support the mission of the school, be spiritually mature and honor Christ at all times.

Essential Job Functions—Responsibilities & Duties

- Provide customer service by answering phones, replying to emails, greeting and assisting customers including parents, students, and others who visit the school.
- Work closely with administrative team and provide assistance for teachers and other school staff or volunteers when requested.
- Become proficient in Gradelink, our student information management system. Input and update student records and class schedules.
- Maintain attendance and student academic records, generating reports to principals as requested. Generate progress reports, report cards, and transcripts.
- Input and manage Gradelink calendar for facility use, events, substitutes, athletic events, etc.
- Coordinate hot lunch ordering and manage monies received.
- Order office and janitorial supplies; order K-12 curriculum; manage electronic curriculum.
- Accept and receipt payments on family accounts, sports fees, and miscellaneous funds.
- Order testing materials for SAT, PSAT, AP, Standardized Testing and other testing; coordinate testing arrangements, return tests in timely manner.
- Maintain immunization records and provide annual reports.
- Assist in documenting and reporting injuries as required.

- Maintain substitute list and schedule substitutes as requested.
- Assist in coordinating facility use.
- Assist with special projects (e.g. student registration, sports sign-ups, etc) and events (e.g. concerts, year-end activities, development activities, etc).
- Schedule and maintain records of fire drills and other types of emergency drills.
- Participate in beginning-of-year staff orientation, staff devotionals, and staff meetings, as needed.

Required Professional & Personal Qualities

It is expected that this individual will –

- Education: Minimum of a high school diploma or GED
- Experience: Preferred minimum of five years of administrative assistant experience.
- Have good verbal and written communication skills, communicating clearly and positively, listening, providing clarification, both in written and verbal form to all groups.
- Have the customer service and public relations skills necessary to welcome the general public and be a good school representative.
- Be able to handle multiple tasks simultaneously; have disciplined time-management skills and organizational skills.
- Demonstrate basic proficiency in computer skills and able to learn new software.
- Have knowledge of office procedures and methods, including those related to social communications skills and proper office etiquette.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.

Required Spiritual Qualities

It is expected that this individual will –

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school’s statement of faith (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.

- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk and hear. The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.