



6101 N. Habana Ave. • Tampa, FL 33614 • 813 872-6744 • Fax 813 872-6013

POSITION DESCRIPTION

Title: Administrative Asst. to the Lower School Principal
Reports to: Lower School Principal
Work Year: 12 months

Position Focus: Focus is three-fold: manage the school office, act as a liaison between the Lower School Principal/Asst. Lower School Principal and the faculty/staff parents and perform all general clerical duties, as well as those specifically assigned by the Lower School Principal and/or the Asst. Lower School Principal.

Spiritual:

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principle in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith

Position Parameters:

- Oversees the day-to-day operations of the Lower School Office and supervises the Administrative Asst. to the Lower School Principal and parent volunteers
- Covers the phones, reception area and clinic during lunch hour or when office is extremely busy
- Prepares time cards for bookkeeping and attendance for faculty/staff
- Arranges for substitutes in absence of Lower School faculty/staff
- Serves as a liaison between faculty/staff/parents and the Lower School Principal by disseminating information, relaying messages and scheduling appointments
- Performs general clerical duties

- Prepares lower school CCS parent bulletins, teacher/staff correspondence, schedules, office forms, student certificates, etc.
- Types and updates the lower school portion of the Parent/Student Handbook for placement on the CCS website
- Maintains student records and files
- Gathers rental books for parents
- Maintains the Master Calendar for the Lower School
- Tracks area reservations and field trips
- Compiles faculty handbook/orientation forms at beginning of each year
- Maintains testing files of students
- Compiles and prepares student Confidential List
- Organizes cumulative folders by homerooms in permanent record files
- Performs specific duties for Lower School Principal
- Answers and screens all phone calls
- Schedules appointments for principal
- Types all correspondence, memos, administrative reports, etc.
- Maintains and copies Lower School Personnel files
- Collects other pertinent paperwork required of faculty/staff (i.e., Goals and Objectives, physicals, CPR, First Aid, Intent to Return forms etc.)
- Pre-handles discipline problems for the principal
- Collects time cards from hourly staff members for Principal's signature
- Performs other assignments as delegated by the Lower School Principal

Qualifications:

- Minimum of 3 years school related experience and computer literate

- Strong people and communication skills
- Certified in CPR and First Aid or obtain within 2 months of employment
- A Christian who is a member of good standing in a Bible believing church