Elementary Administrative Assistant

Job Title: Elementary Administrative Assistant

Profile: The Administrative Assistant will serve as a member of the CCA Support Staff and work primarily with the Elementary Principal, Academic Dean, and Learner Services to complete tasks and projects that will benefit primarily the elementary school (grades K-6). This is an hourly position during the school year only. This position requires a minimum of 20 hours per week, with the opportunity to increase to 40 hours per week.

Spiritual Requirements:
- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible Word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Agreement with CCA's Mission, Core Values, Purpose, and Statement of Faith
- Agreement with CCA's employee lifestyle statement
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically

Professional Requirements:
- Manage elementary calendar
- Write, edit, and proofread outgoing communications
- Facilitate Elementary Newsletter
- Act as room parent liaison for elementary classrooms
- Assist with all standardized testing
- Assist with curriculum guide updates
- Assist with managing schedules for Parent/Teacher conferences
- Prepare/distribute agenda for elementary faculty meetings
- Assist with tasks related to Learner Services program
- Support elementary family events through administrative support and organization of volunteers

Personal Requirements:
- Strong communication skills in both speech and writing
- Organizational skills
- Recognition of the need for good public relations
- Ability to represent the school in a professional manner to its constituency and the general public
- Commitment to professional confidentiality with all information regarding all staff and students

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Education and Experience Requirements:
- High School Diploma or higher required
- Experience with Microsoft Office Suite required
- Experience in a school setting or administrative assistant experience preferred

Physical Requirements:
- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, carry for a duration of time
- Ability to lift 25 pounds
- The ability to use fine motor skills including tactile while performing a task
- Primarily office environment with the ability to engage in the community as required

Acknowledgement:
I acknowledge that I have read the job description and requirements for the Elementary Administrative Assistant position, and I certify that I can perform these functions.

Employee/Applicant Signature _____ Date: _____

Administrator Signature _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

Applicants: Please apply here