



## **JOB DESCRIPTION – Elementary Office Assistant**

### **Seattle Christian School Mission Statement**

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To proclaim Jesus Christ in all aspects of our program, emphasizing academic excellence and biblical Christian values, partnering with parents and the church to prepare godly young men and women so that they may impact their world for Christ.

### **General Description**

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The Elementary Office Assistant provides support and care to students, faculty and staff, and parents. The Elementary Office Assistant collaborates with the Assistant to the Elementary Principal and reports to the Elementary Principal.

### **Core Commitments**

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- All employees embody the SCS mission as evidenced in the following:
  - Exemplifies Jesus in character, attitude, speech, and action
  - Exhibits a learning posture fueled by curiosity and a passion for growth
  - Displays humility, relational intelligence, and a desire to influence for good
  - Values genuine and meaningful collaboration and conversation
  - Demonstrates intentionality and heart for investing in others
- All employees are required to:
  - Sign and live out the SCS Statement of Faith and Employee Standards of Conduct
  - Be involved in his/her church and Christian community
  - Sign and abide by the policies, procedures, and guidelines in the Employee Handbook

### **Role Qualifications**

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- Proven successful experience in an office environment with a heart for customer service
- Possess skills to work in a fast-paced environment with strong ability to prioritize tasks and navigate challenging situations
- Demonstrate excellent, effective and intentional verbal and written communication skills
- Able to work collaboratively with principal, office staff, teachers, students and parents
- Experience working or volunteering with elementary with elementary age children
- Have a strong knowledge of Microsoft Office software

## **Key Responsibilities**

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**Mission and Culture:** Welcome campus guests and students to the elementary office with kindness and care. Foster a warm and inviting office space with intention and grace.

**Champion of People:** Provide administrative support to the Elementary Principal, Assistant to the Elementary Principal and assist classroom teachers and specialists as needed. Pray, encourage and invest.

**Best Practices:** Receive and input daily attendance, maintain school office files ensuring confidentiality, provide basic first aid and medical care to students as needed and manage health needs including dispensing medication as authorized and own projects as needed.

**Key Resources:** Support office systems, health and staff room supplies, create data for weekly announcements and process requests for student records.

**Community:** Attend and participate in community events, encouraging students and connecting with family members. Plan a variety of staff and student celebrations.

**Teamwork:** Key liaison for teachers by assisting with logistics for off-campus student activities and field trips.

## **Essential Physical Functions/Demands**

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- Must have the ability to stand for extended periods of time, sit, kneel, bend and move around the classroom and building throughout the day
- Must have the ability to lift approximately 10 lbs. and occasional moving of equipment and/or materials
- Must have the ability to see and read a computer screen and printed materials, and hear and understand speech at a normal level
- Must be able to monitor student safety along with implementing emergency procedures
- Must be able to speak, write and communicate proficiently in the English language
- Reasonable accommodations may be made to enable individuals to perform essential functions

## **Employment Eligibility**

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As a religious educational institution, Seattle Christian School is permitted and reserves the right to prefer employees or prospective employees on the basis of religion. Title VII Section 702-703 U.S. Civil Rights Act of 1964, as amended: Rev. Code of Washington 49.60.040

All employees must be eligible to work in the United States with citizenship or residency, unless otherwise noted. Job offers are contingent on the verification of credentials, official transcripts and other information required by the employment process including the completion of a background check which includes criminal history.