

Websterville Christian Academy

Distinctively Different by God's Design

Administrative Assistant (FT)

General Statement of Duties:

This position is full time, Monday-Friday from 9am-5pm at our Church Hill campus

This administrative position serves under the Vice Principal of Elementary Education. The Administrative Assistant is responsible for maintaining an organized and efficient office environment, keeping records and files properly cataloged, and being a first point of contact for both the telephone and doorbell system.

Specific Duties:

- Answering the phone, checking and responding to office voicemail and emails
- Answering the doorbell for both the front and side doors
- Processing and submitting bi weekly payroll and providing the Principal with a report of the total amount
- Maintaining the wait list for Prek 3 and Prek 4
- Assisting the Family Accounts Manager with maintaining student and staff files
- Overseeing the records of staff training hours
- Assisting with developing and implementing staff incentives
- Providing copies of the lunch and breakfast menus to each classroom, as well as keeping informational school bulletin boards up to date
- Facilitating the monthly door decorating contest
- Dissemination of pertinent information to the Principal and/or Vice Principal of Elementary Education in a timely manner
- Assisting with writing informational letters and messages to parents and caregivers as needed

Reports to:

Head of Schools and Vice Principal of Elementary Education

Skill Requirements:

- Microsoft Word and Excel
- Google Docs, Sheets, Calendar and Gmail
- Basic office technology (print/copy/fax/scan)
- Excellent written and verbal communication skills
- Ability to to maintain accurate records
- Must be able to accept constructive criticism
- Must be organized and creative

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- Independently driven to complete tasks needed for the operation of WCA to meet the missionary vision of our school

Education Requirement:

- High school diploma with two years of office experience

Evaluation:

Performance based evaluation given semi annually by the Vice Principal of Elementary Education

Compensation:

The WCA school board conducts all contract negotiations based on the budgetary allocations determined by the budget committee outlined in the WCA bylaws.