



EUGENE CHRISTIAN SCHOOL

2895 Chad Drive

Eugene, OR 97408

Position: Office Assistant

FLSA Status: Non-Exempt

*Hourly Wage: \$12.50 - 15.00 per hour; negotiable

Monday through Friday, 8:00 a.m. - 3:30 p.m.

Approximately 30-35 hours per week

Position Begins December, 2020

*Based upon approved budget

*Tuition discount may be available

GENERAL DESCRIPTION

Goal: The office assistant will support the mission and vision of Eugene Christian School by providing receptionist and clerical duties for the school's parents, students, staff and administration.

Contracted by: School Administrator

Responsible to: School Administrator

Supervises: Aides, volunteers, and students.

Evaluation: An annual evaluation will be completed by the school administrator per the classified handbook.

SPIRITUAL QUALITIES

It is expected that the office assistant will:

Our mission is to assist the family by providing a Christ-centered Bible-based education that inspires each student to have a personal relationship with Jesus Christ and pursue excellence in moral character, academics, and service to others.



- Acknowledge Christ as Lord and 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.
- 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 (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence of 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.

PROFESSIONAL QUALITIES:

It is expected that the Office Assistant:

- Have the ability to interact effectively with peers and supervisors, and possess humility and a willingness to be a team player.
- Be a visionary, an encourager, and a self-starter with a high energy level.
- Possess the necessary customer service and public relations skills to market the school to potential families and the general public.
- Possess strong verbal and written communication skills.
- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.
- Manage a fast-paced, multifaceted job with stability, objectivity, and optimism.

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- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Use exemplary English in written and verbal communication. Speak with clear articulation.
- Respectfully submit to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

PERSONAL QUALITIES

It is expected that the Office Assistant will:

- Sign and live by the school's lifestyle statement as a condition for employment and continued employment in this ministry.
- Advance the school's mission and vision by praying for staff, parents, and students on a regular basis.

JOB DUTIES:

It is expected that the Office Assistant will:

1. Warmly greet and assist parents, staff, students and visitors.
2. Maintain a clutter-free, organized looking front office.
3. Process payments for tuition, lunch card, etc. and run lunch reports on a daily basis.
4. Maintain, organize, and review required field trip and volunteer information.
5. Keep maintenance records for all office equipment and be able to troubleshoot problems.
6. Answer phone calls cordially and return messages/emails promptly.
7. Assist with maintaining and coordinating the office calendar.

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8. Assist with student immunization records and administer medications as needed.
9. Prepare and send weekly newsletters and other communication as needed.
10. Schedule appointments, upcoming events, screening calls and visits and other duties, as needed.
11. Use and process reports within the school's student information system.
12. Keep accurate student records and communicate with corresponding schools.
13. Record donations in the donor software system and produce annual tax receipts.
14. Purchase curriculum and materials with administrative approval.
15. Be dependable.
16. Have a teachable spirit, willing to learn.

ESSENTIAL JOB FUNCTIONS:

It is expected that the Office Assistant will:

Spiritual Leadership

- Have a conviction that God has called her or him to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict.

Administrative Leadership

- Meet regularly with colleagues to ensure coordination of programs and prompt problem resolution.
- Provide input as needed for the school master calendar.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, staff, or donors.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.

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- Know the procedures for dealing with emergency situations in the classroom and school. Participate in required emergency safety drills in coordination with school leadership.
- Have the ability to supervise and evaluate others, enforce policies, follow prescribed procedures, make timely and difficult decisions, and communicate these decisions.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the school administration in a timely manner if unable to fulfill any assigned duty.
- Communicate clearly with the school administration in an earnest effort to resolve differences when they exist.
- Have knowledge of the school's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of her or his own job performance.
- Help staff, students, and volunteers function efficiently, effectively, and productively.
- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.

Departmental Responsibilities

- Keep administration aware of office needs and supplies.
- Meet with office team on a weekly or bi-monthly basis for review of office procedures and efficiencies.

ADDITIONAL DUTIES OR RESPONSIBILITIES

It is expected that the Office Assistant:

- Support the school's events and activities (e.g., ordering, set-up)
- Perform any other duties that may be assigned by the administration.

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PREFERRED QUALIFICATIONS (not required)

1. Bachelor's degree or some related professional training
2. Experience in Christian schools or a Christian non-profit organization.
3. CPR/First Aid training.
4. Familiarity with student information systems and Google Docs

PHYSICAL REQUIREMENTS

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Eugene Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Eugene Christian School does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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Eugene Christian School | *Developing Kingdom Leaders*

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2895 Chad Drive, Eugene, Oregon 97408
541-686-9145 | 541-686-3190 **fax** | www.EugeneChristianSchool.com