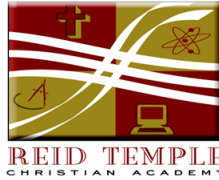


VISION STATEMENT

To develop global Christian citizens equipped to positively impact the world through excellence in communication, science, technology, engineering and mathematics (C-STEM).



School Administrative Assistant Reid Temple Christian Academy Job Description

Reports to: Head of School/Human Resources
Supervises: N/A
FLSA Status: Full-time, Non-exempt employee

Summary: The School Administrative Assistant manages a variety of administrative responsibilities to support the smooth operation of the school. Key duties include answering and directing all incoming calls to the appropriate department, ensuring efficient and professional service to the school community, and representing the institution positively to both internal and external stakeholders. This role encompasses standard clerical tasks as well as handling confidential files, sensitive correspondence, and coordinating a range of complex and diverse administrative needs.

The School Administrative Assistant oversees a variety of administrative tasks, including answering and directing all incoming calls to the appropriate department, managing calendars, and coordinating and assisting with open houses. This role also provides professional general office support, assists executive staff with administrative duties, and ensures the efficient operation of daily school activities.

Additionally, the School Administrative Assistant maintains a current inventory of the supply closet and collaborates with the procurement manager to ensure it remains well-stocked. The role also involves assisting with late student pick-ups and early dismissals.

This position requires frequent interaction with parents, teachers, students, administrative staff, and key members of the school community, making exceptional oral and written communication, strong interpersonal and organizational skills, flexibility, attention to detail, and a warm yet highly professional demeanor.

Key Responsibilities:

- Answer a multiple-line phone system, and manage calls by routing them to the proper extensions or taking messages.
- Provide callers with responses to general school-related questions.
- Updating and maintaining the RTCA website, and all school social media.

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- Prepare and send out weekly communications and announcements per the Head of School approval.
- Point of contact for late arrival and early dismissal of students.
- Assist with the student enrollment process for Reid Early Learning Center.
- Prepare open-house materials and manage registration of prospective parents.
- Graphic designing of school programs, flyers, social media postings, and webpages.
- Provide administrative support to the head of departments.
- Assumes responsibility for special research and other projects for school administrators.
- Serve as the point of contact for all copiers, and make sure toners and copy paper are replenished.
- Maintain the office area, keeping it clean and free of clutter.
- Pick up mail and parcel deliveries from a designated location and distribute them to staff and faculty.
- Performs other duties as assigned.

Qualifications/Requirements:

- Minimum of three to five years of experience providing administrative assistant support.
- A high school diploma or its equivalent at a minimum.
- Exceptional computer skills in Microsoft Word, Excel, Outlook, PowerPoint, Canva, and Google Suites.
- Strong interpersonal, verbal, and written skills are required.
- Ability to maintain professionalism and confidentiality of internal office information.
- Must have the ability to work independently and as a team.
- Attention to detail.

Physical Requirements:

The employee is frequently required to see, talk, hear, walk, and sit. While performing the duties of this job, the employee may occasionally push or lift to 50 lbs. such as boxes, supplies, etc.