

**Job Description**  
**Calvary Chapel Academy**  
School Office Manager/Administrative Assistant

Reports to: Calvary Chapel Academy (CCA) Head of School  
FLSA status: Salaried (exempt)  
Hours per week: 40 hours, Full-time  
Campus: Melbourne

To support the school's leadership effectiveness by providing proactive support and assistance to school administrative leaders, teachers, parents, and students while reflecting the purpose of the school, which is to honor Christ at all times. Directly responsible for all aspects of customer service and educational professionalism in the front office and all forms of communication.

*Win, Disciple, Send: ...We will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done...and they in turn would tell their children. Then they would put their trust in God and would not forget his deeds but would keep his commands. Psalm 78:4-7*

**Job Requirements:**

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Have the customer service and public relations skills necessary to market the school to potential families and the general public and be an ambassador of the school
- Have knowledge of office procedures and methods, including those related to social communications skills and proper office etiquette
- Possess the ability to effectively manage school office staff in order that the school office runs smoothly and efficiently
- Have the ability to interact effectively with peers and supervisors, and possess humility and a willingness to be a team player; help the staff, parents, students, and volunteers function efficiently, effectively, and productively
- Be able to assess and meet anticipated needs for the administrative staff
- Manage a fast-paced, multifaceted job objectively, with stability, and with optimism
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school
- Maintain the highest degree of confidentiality as they come into contact with highly sensitive documents and information regarding administrative school matters
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor
- Participate in continuous professional development through professional reading, course work, in-services, workshops, and conferences
- Show initiative and go through the proper channels to offer suggestions for improving school procedures
- Be willing to adjust work hours to accommodate special schedules or school-related activities as requested
- Administer first aid in the absence of the school nurse
- Other duties as assigned by supervisor

**Administrative Responsibilities:**

- Know the procedures for dealing with emergency situations in the classroom and school
- Participate in required emergency safety drills in coordination with school leadership; report to the appropriate individuals any campus safety, health, and maintenance needs that are observed
- Have the ability to supervise and evaluate others, enforce policies, follow prescribed procedures, make timely decisions, and communicate these decisions
- 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
- Maintain emergency contact information for students and staff
- Facilitate and maintain Human Resource procedures and documentation for CCA staff including, but not limited to: applications, new hire procedures, time cards, employment documentation, termination procedures, and upkeep of employment files
- Notify CCA staff of all scheduled duties on a weekly basis

#### **Student Enrollment Responsibilities**

- Pleasantly and efficiently handle enrollment inquiry calls from prospective families
- Maintain and update any necessary documentation and student demographics for outside agencies or organizations as required by contract or law (SUFSS, McKay, FLDOE, ACSI)

#### **Financial Data Responsibilities**

- Handle all tuition-assistance information requests from school families
- Communicate the tuition-assistance awards and the agreement conditions to families
- Work with CCM Accounting to insure accuracy of billing information
- Order supplies, materials, curriculum, and equipment as directed by administration
- Work with office personnel, accounting, purchasing, administrators and teachers to help facilitate processes including: purchase requests, invoicing, procuring necessary signatures, inventory, and credit card payment

#### **School Office Management Responsibilities**

- Schedule appointments for administrative staff when necessary
- Handle administrative and general school correspondence
- Monitor all time off requests and maintain records pertaining thereto
- Monitor Timeclock and update as necessary
- Check and respond to voice mail and school email regularly
- Open and distribute school mail in a timely manner
- Keep updated calendars of appointments of administrators
- Monitor Head of School mail and maintain appointments
- Oversee distribution of final report cards and standardized test scores
- Provide secretarial services to committee meetings or school board meetings when requested
- Coordinate prospective employee background checks and maintain continuous updates of checks
- Serve as a notary public when requested
- Share responsibility as a backup for the receptionists as needed
- Oversee maintenance of current student academic and medical records, providing copies when requested internally and when requested by schools receiving transfer students
- Assist teachers with the operation of the office machines and place any necessary service calls

- Maintain records of fire drills and other types of emergency drills
- Keep the various filing systems up to date and organized
- Keep the office neat and orderly, maintain refreshments, and keep it running smoothly and efficiently

**Skills:**

- Be a visionary, an encourager and a self-starter with a high energy level
- Demonstrate basic proficiency in computer word processing, spreadsheets, educational databases, e-mailing, and accessing the Internet
- Have a notary public commission or obtain one upon hire
- Be able to handle multiple tasks simultaneously and have disciplined time-management skills
- Education Level – high school diploma or GED equivalent
- Possess good verbal and written communication skills
- Be able to lift 20 lbs

**Other Qualifications:**

- Be a Christian role model in attitude, speech and actions toward others
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved.* Romans 10:9-10)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.* Galatians 5:22-23)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.* John 13:34-35)
- Mature and ongoing relationship with Christ
- Actively participate in a local Bible-believing church
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace.* Ephesians 4:3)
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters (*We are sure that we have a clear conscience and desire to live honorably in every way.* Hebrews 13:18)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves...* Philippians 2:3)
- Have a conviction that God has called him/her to Christian school ministry
- Follow the Matthew 18 principle in dealing with conflict

**Mission Statement**

**WIN** a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

**DISCIPLE** a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

To think like Jesus thought.....Mind of Christ

To minister like Jesus did.....Works or Ministry of Christ

To be like Jesus.....Character of Christ

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” Matthew 28:19 -20

**SEND** a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus.

“But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth.” Acts 1:8

### **Core Commitments**

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

#### **COMMIT**

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

#### **CELEBRATE**

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

#### **CONNECT**

To others in personal vibrant relationships.

#### **COMMUNICATE**

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

#### **CONTRIBUTE**

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.