



LANCASTER
MENNONITE

Position Guide
Administrative Assistant

Reports to: Building Principal

Schedule: 12 months

Classification: Full Time (40 hours per week - summer hours may vary)

VISION LM's vision is to be a leader in the PreK – 12th grade educational experiences of excellence and character. Through local and global connections in a Christ-centered community lives will be transformed and our world changed.

MISSION LM's mission is to provide PreK – 12th grade education in a diverse community that nurtures students to become creative and innovative learners who are prepared for college, career and life. Centered in Christ and committed to educational excellence, students are empowered to change the world through Christ-like love, peacemaking and service.

CORE VALUES: Together, we will change the world by:

- Seeking Jesus Wholeheartedly
- Living Compassionately
- Building Bridges of Peace
- Cultivating Global Citizens
- Nurturing Curiosity and Creativity
- Empowering Lifelong Learning

Summary of Position

The Administrative Assistant plays a crucial role in supporting the administrative operations of a school. **This position requires a dedicated** individual to collaborate with educational staff, contribute to school administration, and support teachers and school management in various administrative tasks. **The Administrative Assistant is responsible for** maintaining organized records, managing school correspondence, and assisting in school management. **They will work closely with** building principals, faculty, staff, parents, and students. **This multifaceted position requires** strong organizational skills, attention to detail, and proficiency in computer skills and communication tools.

Areas of Responsibility

PRIMARY RESPONSIBILITIES

Administrative Support

- Greets students, parents, staff, and visitors entering the office and provides assistance.
- Redirect, screen and respond to in person, telephone and email inquiries.
- Assist in the planning and implementation of various school events (Orientation, Conferences, Grandparent's Day, Music Programs, Picture Day, etc.)
- Maintains school calendar of events
- Other duties as assigned

Building Operations and Safety

- May operate the building's radio communication system and the school intercom system.
- Administers First Aid in the absence of the school nurse.
- Facilitates the process of reporting maintenance and custodial needs within the school
- Manages office supplies and office equipment; assists staff in the use of equipment.
- Supports annual budgeting process
- Establishes office procedures and makes policy recommendations to administrators

Student & Personnel Information Management

- Maintain daily attendance records, run reports, and send appropriate truancy letters as necessary
- Maintain accurate class lists and rosters.
- Ensure that all student and classroom information is accurately updated in the Student Information System and all software systems.
- Maintain a neat and accurate filing system of student cumulative files.
- Process all student transition checklists (enrollments & withdrawals) prior to and throughout the school year
- Receive and forward student records for new and withdrawing students
- Process staff leave requests and arrange for substitutes as needed
- Create biweekly substitute payroll reports

Communication

- Responsible for providing positive, welcoming and professional communication for staff, students, parents and community members in a timely fashion.
- Prepare correspondence under the direction of the principal (Back to School mailings, Monthly Campus Newsletter, etc.)
- Maintain an up-to-date knowledge of software necessary to perform duties.

QUALIFICATIONS

- Efficient and intuitive computer skills: Word, Excel, Google Suite, etc.
- Efficient and accurate keyboard skills
- A high degree of confidentiality and empathy for situations is required.
- Excellent organizational, planning and record keeping skills.
- Excellent communication skills, patience, enthusiasm and flexibility.
- Critical thinking, decision making and problem solving skills.
- Work collaboratively and take direction from school administration.
- Committed to living out faith from an Anabaptist-Christian perspective