Elementary Administrative Assistant
Brentwood Christian School

REPORTS TO: Elementary Principal
CLASSIFICATION: Full-Time; Non-Exempt; Year Round

SUMMARY: Provide administrative support to the Elementary Principal and assist with daily operations of the Elementary office. Provide support to elementary teachers by coordinating workroom projects, substitute program, and the elementary lunch period.

RESPONSIBILITIES:
- Assist Elementary Principal and Executive Assistant with daily operations of the Elementary office
- Provide excellent customer service to visitors, parents, students, faculty and staff
- Maintain Elementary office and workroom supplies and forms
- Act as Elementary Registrar with the maintenance of K-5 student records, requests for transcripts, report cards and summer school
- Maintain K-5 student records in RenWeb including class lists
- Coordinate workroom projects requested by elementary teachers, such as making copies, laminating, die-cutting, etc., and supervise student aides in the workroom
- Manage the substitute teacher program for elementary teachers (K4-5th)
- Be on-call outside of school hours on a rotating basis to make emergency substitute teacher placements for all grade levels (K4-12)
- Monitor students during the elementary lunch period and facilitate an orderly lunchroom (cafeteria lines, cleanup, student behavior, etc.), including the coordination of the lunchroom parent volunteers
- Support and promote the mission and core beliefs of BCS
- Perform other duties as assigned

QUALIFICATIONS:
- Associate's degree or equivalent training
- Previous experience working in a fast-paced work environment
- Experience in an educational environment preferred
- Active member in a Christian church; Church of Christ membership preferred

SPECIAL KNOWLEDGE/SKILLS:
- Effective customer service and interpersonal skills with adults and children
- Strong organizational and time management skills
- Effective verbal and written skills
- Excellent attention to detail
- Proficiency in Microsoft Office Suite, Google G Suite, and various educational software programs

PHYSICAL REQUIREMENTS:
- Must be able to lift up to 25 pounds
- Must be able to sit for extended periods of time