



JOB DESCRIPTION

Position: Administrative Team Member

Reports to: Headmaster

Position Status: Full-Time, Exempt

Department: The Rock Academy

Effective: July 2012

Replaces: All Previous

Posting Number: RA-11-12

Posting Date: July 11, 2012

1st Closing Date: July 18, 2012

Position Summary:

The Administrative Team Member is responsible for providing support to the administrative staff as well as serving the needs of the faculty and families. Incumbent will be responsible for research, creativity, and organization. The Administrative Team Member will report directly to the Headmaster.

Job Responsibilities and Duties:

1. Provides prospective families with information on the Academy. Handles all aspects of student admissions from initial contact through final enrollment.
2. Assists with new and ongoing student activity planning and events.
3. Oversees lunch program and supervises lunch volunteers.
4. Assists in planning and implementing fundraising activities.
5. Identifies need for, recruits, and coordinates volunteers.
6. Provides first aid to students as needed.
7. Processes and maintains student cumulative files.
8. Supports the Administrative Team in various traditional administrative duties, such as answering the phone, scheduling appointments, organization and maintenance of files, copying, correspondence and mail.
9. Schedules substitute teachers as needed.
10. Tracks and reports attendance of Staff for payroll periods.
11. Identifies and resolves problems in a timely manner, responds promptly to request for service and works well in-group problem-solving situations, strong team player who meets commitments.
12. Adapts to changes in the work environment; able to deal with frequent change, interruptions, delays, or unexpected events with poise and professionalism.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Headmaster.

Job Skills and Requirements:

1. Three to five years related experience and/or training; or equivalent combination of education and experience.
2. Strong organizational skills and the ability to execute multiple projects simultaneously.

3. Must possess strong interpersonal skills and be able to work well with all levels of the church management and congregation.
4. Must possess strong writing and proofing skills.
5. Responsible for student cumulative files.
6. Must possess strong communication skills.
7. Ability to complete projects with tight/short deadlines.
8. Excellent Microsoft Outlook, Word and Typing skills. (45 WPM)
9. Proficient in Microsoft Excel.
10. Pleasant, professional personality and appearance.
11. Flexible in nature to handle other duties and special projects as needed.
12. Self motivated and flexible with the ability to work well under pressure and in a fast paced working environment with minimal supervision.
13. Ability to attend evening and weekend events as required.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Successful completion of a LiveScan and references.
4. Pleasant and professional personality and appearance.
5. Attendance at all mandatory meetings (and events, as needed).
6. Signed acknowledgement of the Rock Academy Statement of Faith.
7. Adheres to policies and procedures as stated in the Rock Academy employee handbook.

Physical Requirements:

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Academy are at-will, as such, are free to resign any time without reason. The Rock Academy likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Principal of the Rock Academy has the authority to make any such agreement and then only in writing.