



Job Description

Revised 2025

JOB TITLE:	Elementary School Administrative Assistant - Temporary
HIRED BY:	Superintendent as recommended by the elementary principal
REPORTS TO (title):	Elementary Principal
SUPERVISES:	No direct supervisory responsibilities
DEPARTMENT NAME AND LEVEL:	Support Staff
EVALUATION SCHEDULE:	Annual written evaluation with the principal
JOB STATUS (full/part):	Temporary, Part-time until 06/08/2026
FLSA STATUS:	Non-exempt

GENERAL DESCRIPTION

The primary job of the administrative assistant is to attend to the Elementary front desk for the general purpose of greeting and assisting students, parents, staff and visitors and answering incoming phone calls.

REQUIRED PROFESSIONAL QUALITIES

- Excellent listening and communication skills. Must have the ability to remain calm in stressful and emotional situations.
- Type letters, memos, bulletins, or other material from oral directions, rough draft, or notes.
- Ability to operate basic office equipment (i.e. computers, telephone, intercom, copiers, calculators, etc.).
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Engage, establish, and maintain harmonious and cooperative relationships with students, staff, parents, and the community. Support the overall positive environment of the school.
- Possess strong verbal and written communication skills.
- Observe and maintain mandatory confidentiality (FERPA, HIPAA, etc.).
- Works independently.

SPECIFIC ROLES AND RESPONSIBILITIES

It is expected that the administrative assistant will ...

- Manage the front desk by greeting and assisting parents, students, visitors, and staff and answering and responding to incoming phone calls.
- Properly dispense all student medications and document accordingly. Basic First Aid for injuries, bloody noses, etc.
- Participate in the organization of Back to School Night, parent/teacher conferences, Open House, and other various school events.
- Communicate with parents/students regarding attendance, keep accurate attendance records and run reports.
- Provide support for students, staff, and parents as needed.
- Call for substitutes for teachers when sick or for prearranged absences. Disperse sub plans, keys, time sheets. May require time outside of posted hours.
- Make appropriate contacts and records to ensure all student vaccinations are compliant with state regulations.
- Occasional recess/lunch duty supervision in emergencies.

- Perform any other duties that may be assigned by the administration.

ESSENTIAL JOB FUNCTIONS—ACCOUNTABILITIES

It is expected that the administrative assistant will ...

Academic Leadership

- Know and be able to site the school's mission, vision, and core values.
- Seek and accept constructive evaluation of her or his job performance.

Administrative Leadership

- Help staff, students, and volunteers function efficiently, effectively, and productively.
- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Meet regularly with colleagues to ensure coordination of programs and prompt problem resolution.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, staff, or donors.
- Participate in beginning-of-year staff orientation, staff meetings, and other school events as required.
- Know the procedures for dealing with emergency situations in the 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.
- 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.

ADDITIONAL ROLES AND RESPONSIBILITIES

The administrative assistant may ...

- Track beginning of school year documents including but not limited to mailings, lifestyle agreements, technology forms, etc.
- Proof and edit teacher letters, yearbooks, and any major communication from secondary level.
- Assist the principal directly with correspondence, behavioral reports, scheduling, tracking, etc. and any other requests.
- Instruct and supervise office aides. Track attendance of all secondary students in cooperation with the secondary office staff.

REQUIRED SPIRITUAL QUALITIES (all employees)

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe and actively support Salem Academy's Statement of Faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others.
- Have a Christ-centered home and actively participate in a local Bible believing church.
- "Work willingly at whatever you do, as though you are working for the Lord rather than for people." Colossians 3:23.
- Follow the Matthew 18 biblical principle in dealing with conflict with students, parents, staff and administration.

REQUIRED PERSONAL QUALITIES

- Sign and live by the school's lifestyle statement, found in the Employee Handbook, as a condition for employment and continued employment in this ministry.
- Compliance with Salem Academy's general standards of attendance is acceptable.

ESSENTIAL JOB FUNCTIONS – PHYSICAL, MENTAL, & ENVIRONMENTAL REQUIREMENTS

Physical Demands – the following represents the physical requirement that must be met by the individual to fully perform the essential functions of this job:

The physical effort typically applied in this job includes:

X	Lifting		Pulling		Shoveling
X	Carrying		Pushing		Other (specify)
X	Keying/typing		Reaching		

The amount of effort typically applied and frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15 to 40 %	40 to 70 %	More than 70 %
Less than 1 lb.				
Between 1 & 5 lbs.	X			
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.				
More than 60 lbs.				

The types of physical actions typically applied in this job:

	% of Time Effort is Applied			
	Less than 15%	15 to 40 %	40 to 70 %	More than 70 %
Sitting				X
Standing	X			
Walking	X			
Bending				
Confined				

Mental/Visual Demands – the following represents the mental/visual requirement that must be met by the individual to fully perform the essential functions of this job:

	Occasional mental and/ or visual attention; the operation preformed is either close to being automatic or the duties require attention only at long intervals
X	Frequent mental and/ or visual attention; the flow of work is intermittent with checking or inspection involved.
	Continuous mental and/ or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/ or defects.
	Concentrated mental and/ or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
	Intense and/ or exacting mental/ or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

Working Environment – Individual is exposed to the following work conditions while performing the essential functions of this job:

	Regularly	Occasionally
Indoors	X	
Outdoor weather conditions		X
Moderate levels of sound		X
Dust or airborne particles		
High levels of sound, which may require use of ear protection		
Slippery surfaces		X
Hot, cold, wet, or humid conditions		

Signatures and Dates

The following signatures are required to confirm the accuracy and completeness of the job description; that essential functions are aligned with Salem Academy goals and objectives; to validate that it is clear, concise, and supports compliance with legal considerations; and employee understanding of the job requirements. NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

Employee	Date	Next Level of Management	Date