

# Warren County Christian School

## Administrative Assistant Job Description

### I. Responsibilities related to WCCS Board

- A. Shall represent the board by preparing and maintaining required documents *and corporate seal*
- B. Shall represent the board in the discharge of many duties relating to governmental compliance
- C. Shall serve as treasurer as needed
  - 1. Prepare financial reports
  - 2. Sit on finance committee
- D. *Shall communicate important information to board members as requested*

### II. Responsibilities related to WCCS Staff

- A. Shall provide support to the staff in the discharge of their duties by supplying necessary information or supplies.
- B. Shall maintain necessary personnel records of all staff members.
- C. Shall inform staff of school delays or closings.
- D. Shall prepare secondary report cards quarterly. *(Mr. K has been doing this)*
- E. Shall annually distribute and keep records of letters of intent *to return*.
- F. Shall, upon administrative and Board approval, prepare and distribute annual contracts.
- G. Shall be supportive!

### III. Responsibilities related to WCCS Students

- A. Shall procure and maintain supplies for the First Aid kits *and cupboard (Terri helps with this)*
- B. Shall assist the administrator in developing the master schedule for secondary students.
- C. Shall maintain permanent student records (Mr. K)
  - 1. Calculate and enter GPA (Mr. K does this too)
  - 2. Enter student activities and SAT scores
  - 3. Prepare and mail official transcripts as requested

4. Record credits earned
  5. Submit Principal and Merit lists to the newspaper
  6. Calculate stats to determine valedictorian, salutatorian, historian, and honor students
  7. Maintain attendance records (*Terri took this over*)
- D. Shall assist the administrator with assigning lockers and homerooms for secondary students (Terri does this)
- E. Shall make preparations for graduation and awards ceremonies
1. Notify parents of their costs, options, and obligations
  2. Order announcements, caps and gowns, diploma cases, and symbolic gifts for ceremony
  3. Order, or make diplomas on computer (*Mr. K does this now*)
  4. Prepare for graduates' reception: cake, flowers, plates, napkins, etc
  5. Order plaques, balloons, etc.
  6. Keep graduate plaque updated
  7. *Secure data for underclassmen awards and order plaques, prepare certificates, etc. (Mr. K does this)*
  8. *Coordinate food and workers for Christmas dinner and Seder meal.*
  9. *Make arrangements for Secondary Field Day and transportation (Waldameer)*

#### **IV. Responsibilities related to WCCS Parents, Alumni, and Volunteers**

- A. Shall maintain frequent communication with school families
1. Shall type, copy, and oversee distribution of weekly newsletter  
*(Parent volunteer and Terri help with this a lot)*
  2. Shall make appointments for parent interviews
  3. Shall inform parents of transportation plans and special events
  4. Shall send out and process re-enrollment forms
  5. Shall prepare alumni transcripts upon request

## **V. Responsibilities related to WCCS Administrator**

A. Shall provide support, advice and assistance to the administrator as requested to assure the smooth operation of the school

1. Regarding educational support services

a) Shall compile teachers' requests for books and supplies

b) Shall order books and supplies in compliance with budget

i. Shall compile and send PA funded orders to individual vendors

ii. Shall calculate total expenditures for each classroom

c) Shall arrange for staff substitutes

d) Shall arrange for achievement tests to be purchased and distributed

ii. Issue tests and supplies to staff

iii. Compile finished tests for mailing (*Mr. K does this*)

iv. Distribute test results to families and staff

e) Shall order or make computer grade cards (*Mr. K does secondary*); order envelopes

2. Regarding legal issues, code and policy compliance

a) Shall notify the administrator of needs arising which relate to legal issues, code or policy compliance (*ie DEP regs, ACSI notices, etc.*)

3. Regarding record-keeping and financial matters

a) Shall set up and maintain files

b) Shall collect and record payments for pictures, lunches, etc. (*Terri does this now*)

c) Shall oversee records and receipt of tuition

i. Shall order and distribute tuition payment books

ii) Shall notify administrator and Board of delinquent accounts

iii) Shall prepare delinquent payment reminders

d) Shall maintain petty cash receipts (*Terri does this*)

e) Shall maintain enrollment/withdrawal statistics, family, church, and numerical data, etc.

f) Shall organize and pay bills in a timely manner

- g) Shall make bank deposits, transfers, and reconcile statements for general, payroll, alumni, yearbook, money market, savings, and other accounts
- h) Shall pay state and federal taxes and medical benefits monthly
- i) Shall prepare bi-weekly payroll checks
- j) Shall sign and distribute pay checks bi-weekly
- k) Shall send a check to Valic bi-weekly for staff savings
- m) Shall prepare quarterly tax reports and payments, mailing to appropriate agencies
- n) Shall record scholarship payments
- o) Shall maintain staff attendance records
- p) Shall oversee record keeping and communication regarding Lion's Share and EITC scholarships and screening process
- q) Shall write thank you notes and receipts for all donations, to be signed and sent by administrator.

#### 4. Regarding clerical services

- a) Shall answer the telephone, providing information as needed
- b) Shall prepare necessary correspondence
- c) Shall make copies as requested (*Terri does a lot of this*)
- d) Shall sort, distribute and respond to mail and e-mail
- e) Shall schedule appointments for the administrator when necessary
- f) Shall maintain an accurate, updated school calendar of events/activities
- g) Shall maintain an adequate inventory of all offices supplies
- h) *Shall prepare programs for special events*

*(Terri & volunteers help with this)*

#### **VI. Responsibilities to WCCS Development Department/Public Relations**

- A. Shall respond to various inquiries for information
  - 1. Shall oversee information folders for orientation and prospective students
  - 2. Shall coordinate donor records and receipts

3. Shall prepare and mail out information packets when requested (*Terri helps*)

4. Shall keep a log of inquiry information

B. Shall be involved in a variety of public events and activities

1. Shall escort new families at open house (if needed)

2. Shall serve as hostess at Fundraiser Dinner (if needed)

C. Shall assist with other fundraisers and events as needed

D. Shall oversee the timely preparation of biannual newsletters

E. Shall oversee the timely preparation of Christmas and Spring Appeal letters

F. Shall oversee the maintenance of the donor data base

*(Terri, Marie, and volunteers help with many of these duties)*

#### **VII. Responsibilities to WCCS Facility**

A. Shall assist the administrator as requested

**Other responsibilities can and may designated by the Board of Directors through policy set by the Board of Directors**