



# Walnut Creek Christian Academy

## Office Staff Job Description

### GENERAL DESCRIPTION

**Goal:** The office staff member shall prayerfully support the administrative, teaching, and ministry functions of WCCA through efficient management of office responsibilities.

**Overview:** The office staff member shall be a born-again high school graduate who feels called of God to serve in the ministry of WCCA. He/she shall have related experience and education preferred and shall demonstrate proficient interpersonal, technology, organizational, and office skills. Other qualifications may be added by the Board as deemed appropriate.

**Employment:** At will.

**Responsible to:** Direct supervision by office manager. Also responsible to principal.

**Supervises:** Office aides, sick/injured students, and other students in office. Office manager supervises other office staff.

**Evaluation:** Performance will be evaluated by the office manager in conjunction with the principal, and shall be in accordance with provisions of the Board's policy on evaluation of personnel and this job description.

### REQUIRED PERSONAL QUALITIES

**The office staff member shall:**

1. Have received Jesus Christ as his/her personal Savior
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be at all times, both in and out of school, a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40).

5. Be a member of, and actively involved in, an evangelical, protestant church whose fundamental beliefs are in agreement with the WCCA Statement of Faith (Hebrews 10:25).
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

### **ADDITIONAL PERSONAL QUALITIES**

#### **The office staff member shall:**

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality. Demonstrate excellent people skills and a desire to engage others.
2. Meet everyday stress with emotional stability, objectivity, and optimism.
3. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
4. Use acceptable English in written and oral communication. Speak with clear articulation.
5. Respectfully submit and be loyal to constituted authority.
6. Notify the administrator of any policy he/she is unable to support.
7. Refuse to use or circulate confidential information inappropriately. Avoid off-the-cuff comments and inappropriate communication of administrative, staff, parent, or student information.
8. Make an effort to appreciate and understand the uniqueness of the community.

### **JOB DESCRIPTION - Essential Functions**

#### **The office staff member shall:**

1. Reflect the purpose of the school, which is to honor Christ in every class and every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith through his/her witness and Christian role modeling. Lead students to a realization of their self-worth in Christ.
3. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
4. Integrate biblical principles and the Christian philosophy of education throughout the school program.
5. Recognize the need for good public relations. Represent the school in a favorable and

professional manner to the constituency and the general public. Demonstrate knowledge of the general school program.

6. Develop and maintain rapport with students, parents, and staff by treating others with dignity, friendliness, and consideration.
7. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, administration, and the Board.
8. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
9. Attend and participate in scheduled meetings.
10. Know the procedures for dealing with issues of an emergency nature.
11. Inform the administrator in a timely manner if unable to fulfill any duty assigned.
12. Display strong evidence of advance planning, organization, and both short-term and long-term goals. Be a self-starter, working well with and without supervision.
13. Fulfill all duties and requirements with regard to accreditation procedures and assignments.
14. Fulfill applicable specific duties professionally and in accordance with school policy and training:
  - Maintain master calendar
  - Prepare the *Weekly Update*
  - Order school supplies and textbooks
  - Maintain/request/send CUM records and transcripts
  - Type correspondence and forms
  - Monitor, distribute, and respond to incoming e-mail; send school wide e-mails
  - Maintain filing system
  - Prepare/distribute packets (information, registration, reenrollment, summer, teacher)
  - Perform registrar's duties
  - Compile student and staff directories
  - Sort/distribute/send mail
  - Supervise student aide(s), sick/injured students, and other students in office area
  - Restock flyers/forms as needed
  - Maintain a clean, attractive, well-ordered office
  - Admit late students/release students to proper guardians
  - Utilize RenWeb to perform office functions (recording attendance and lunch count for tardy students, locating students, etc.)
  - Intercept and direct visitors, if appropriate, to classrooms
  - Conduct school tours
  - Answer and direct phone calls
  - Act as a parent/teacher liaison

- Demonstrate proficiency in applicable computer applications and in operating office equipment: copier, printer, fax machine, telephone system, etc.
- Train staff in office equipment
- Demonstrate a knowledge of staff and their responsibilities, office procedures, location of forms and supplies, etc.
- Handle traffic in office efficiently, calmly, and politely
- Monitor emergency communications through e-mail and weather radio
- Practice safe and appropriate first aid with Universal Precautions; maintain current CPR/First Aid certification; notify parents of injuries and complete appropriate forms; contact outside sources for emergency help (police, 911, etc.) Maintain emergency cards.
- Administer/record medication in accordance with school guidelines. Maintain and distribute current Medic Alert list, notifying staff of students taking medication. Communicate with parents regarding medication.

Additional responsibilities of the office manager:

- Under the supervision of the principal, provide leadership by instituting/training office staff in school procedures
- Delegate/oversee office responsibilities
- Assist in completing periodic evaluations of office staff
- Coordinate the school calendar in conjunction with the church staff, PTF, and outside community
- Ensure that current information is posted on the school web site
- Oversee the maintenance and security of school records
- Oversee ordering of school materials, texts, and classroom supplies
- Make recommendations for purchase of office equipment, service contracts, etc.
- Oversee implementation of medication guidelines
- Oversee compliance with filing documents including the health department report, private school affidavit, etc.

### **JOB DESCRIPTION - Supplemental Functions**

**The office staff member shall:**

1. Utilize educational opportunities and evaluation processes for professional growth.
2. Provide input and constructive recommendations for administrative and managerial functions in the school.
3. Support the broader program of the school by attending extracurricular activities when possible.
4. Perform any other duties that may be assigned by the administration.

**DATE JOB DESCRIPTION REVIEWED:**

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**Walnut Creek Christian Academy - Office Staff  
Physical Requirements to Fulfill the  
Essential Functions of this Position**

**FREQUENCY OF REQUIRED EXPOSURE/USE.**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
GASES/FUMES/DUST			
CHEMICALS/SOLVENTS			
NOISE			X
CLIMBING STAIRS			X
CRAWLING OR KNEELING			X
STANDING			X
SITTING			X
WALKING			X
RUNNING	X		
BENDING			X
REACHING OVER SHOULDER			X
PUSHING			X
PULLING			X
<b>MOVING HEAVY ITEMS</b>			
LIFTING/LOWERING:			
Up to 20 lbs			X
Up to 50 lbs	X		
More than 50 lbs			
LIFTING OVER SHOULDER:			
Up to 20 lbs			X
Up to 50 lbs			
More than 50 lbs			
CARRYING:			
Up to 20 lbs			X
Up to 50 lbs	X		
More than 50 lbs			

<b>OTHER REQUIREMENTS</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
ON-TIME ARRIVAL			X
REGULAR ATTENDANCE			X
SUMMON EMERG. HELP	X		
APPLY CPR/FIRST AID			X
LEAD FIELD TRIPS			
COMMUNICATE DATA			X
PREPARE REPORTS		X	
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORD.			X
OUTDOOR DUTY			
DRIVING			
FLYING			

<b>OPERATE MACHINERY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
TELEPHONE			X
FAX		X	
COPIER			X
COMPUTER			X
PRINTER			X
CALCULATOR	X		
OVERHEAD PROJ.			
AV EQUIPMENT			
OTHER (Please list)			
Teach Physical Ed. Class			

