



EDEN CHRISTIAN ACADEMY

Job Description

Title	<i>Office Aide, Berkeley Hills Campus</i>
Reports to	<i>Campus Principal</i>
Type of position	<i>Non-exempt, 12 month, full-time</i>

Position Summary

The Office Aide provides administrative support for the applicable campus administrators, teachers and staff and ensures efficient operations. This position is based out of the Berkeley Hills campus.

Key Duties and Responsibilities

- Answers phone calls, schedules conference rooms and supports visitors.
- Carries out administrative duties such as answering intercoms, phones, doors, sorting mail, filing, typing, printing, copying, binding, scanning, mass mail labels, etc.
- Send parent alerts for school closures, communicate with local news stations
- Coordinates all campus transportation and bus schedule
- Maintain and update student physical files
- Manages campus lunch system. Communicates with parents and vendors on orders.
- Update all campus school calendar and ensure website calendar is updated correctly
- Print and distribute/mail student and teacher packets, forms, report cards, planners
- Fill in for end-of-day dismissal, lunch, recess, as needed
- Assist parent association with various activities and events (all school picnic, thanksgiving, etc.)
- Maintains accurate school wide attendance records, coordinating with teachers and parents.
- Partner with other administrative staff to ensure all building needs are being met. Be willing to cover for other team members.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Fill in for end-of-day dismissal, lunch, recess, as needed
- Print and distribute/mail student and teacher packets and forms.
- Prepare accident forms, when necessary, and lend aid to ill or injured students.
- Secure substitute teachers when teachers are out, assist principal in scheduling
- Obtain volunteer clearances from all volunteers
- Store clearances properly and adhere to strict, confidential guidelines
- Ensure all volunteer needs are being met in lunchroom, recess, etc.
- Partner with other administrative staff to ensure all building needs are being met. Be willing to cover for other team members.
- Additional support duties, as needed

Physical Requirements to Fulfill the Essential Functions of this Job

- Move about the office and supervise students placed in the office.
- Have sufficient vision to allow for active supervision and interaction with students.
- Have the ability to quickly summon help when an emergency arises either in the classroom, gymnasium or on the playground or athletic field.
- Must be able to lift boxes up to 15 lbs.

Qualifications

- Have a mature relationship with Jesus Christ as his/her personal Lord and Savior and be active in an evangelical church.
- Be a Christ-like model for students in attitude, speech, and actions toward others (Luke 6:40).
- Be supportive of the school's mission and doctrinal statements.
- Acceptable PA DOE employment clearances dated within one year: FBI Fingerprint/ Act 114 Federal Criminal Background Check (Identogo Service Code 1KG6TR), Act 151 State Child Abuse Background Report, and Act 34 PA State Police Background Clearance.
- High school diploma or GED required.
- Basic personal computer skills (Gmail, Word, Excel) as well as Adobe and Publisher.
- Exemplary written and spoken communication skills.
- Strong collaboration skills; able to work well with a team.
- Effective multitasker; can prioritize tasks based on importance and deadlines.
- Mechanically inclined to fix issues/jams, change toners/print cartridges, or make changes to copiers, printers, fax machine, phone systems, bell system, postage machine, security system.
- Takes initiative to show leadership and solve problems.

Compensation

- Benefits for FT 12 month employees include 75% tuition remission, accruing sick and personal days per handbook guidelines, 403b with 50% employee match (caps and vesting restrictions apply)
- Compensation based on experience