



SHEBOYGAN CHRISTIAN SCHOOL

Employment Opportunity

Sheboygan Christian School, a parent-governed, pre-K – 12th grade school servicing over 245 students representing more than 35 different area churches, is currently seeking applications for the position of ELEMENTARY/MIDDLE SCHOOL CAMPUS ADMINISTRATIVE ASSISTANT.

POSITION DESCRIPTION:

Position Title	Elementary/Middle School Campus Administrative Assistant
Department	Administrative Support
Reports to	Director of Academics & Instruction and Director of Advancement & Finance
Contract	Part-time/Hourly
Overall Responsibility	To carry out the general office duties of the school necessary for day to day operations. Be a friendly, welcoming, helpful first face and voice for SCS.
Key Tasks & Responsibilities	<ul style="list-style-type: none"> ● Greeting visitors as they arrive at school ● Answering phones ● Sorting incoming and outgoing mail ● Scheduling meetings for the administrative staff as requested ● Sell SCRIP from the "SCRIP Store" ● Collection of orders for various fundraising activities ● Assist with any other tasks as assigned by the administrative staff ● Maintain student records such as <ul style="list-style-type: none"> ○ Attendance ○ Standardized test scores ○ Emergency contact information ○ Student's cumulative folders ○ Immunization reports and reporting to proper agencies ● Track student registrations ● Assist students with injury and/or sickness ● Maintain all documentation for and administration of medication to students ● Prepare and track all field permission slips ● Arrange for field trip transportation ● Record daily hot lunch counts and process hot lunch tickets
Skills & Attributes	<ul style="list-style-type: none"> ● Engaging, welcoming personality ● Creativity/Flexibility/Ability to think on your feet ● Excellent communication skills with people from many different backgrounds ● Good organization skills and follow-through
Experiences & Requirements	<p>Professionally</p> <ul style="list-style-type: none"> ● Familiarity with office management software ● Interpersonal skills to relate and connect with interested families ● Team player with SCS employees to gain trust and help in enrollment efforts



SHEBOYGAN CHRISTIAN S C H O O L

	<p>Spiritually</p> <ul style="list-style-type: none">• Acceptance of SCS Statement of Faith• A strong, clear, Christian testimony• A mature, godly spirit <p>Personally</p> <ul style="list-style-type: none">• A lifestyle of Biblical integrity• A spirit of dedication, commitment, flexibility, and responsiveness to the needs of others• The ability to listen and respond to counsel• A strong philosophical commitment to Christian education and the mission of Sheboygan Christian School.• The Elementary Campus Administrative Assistant shall subscribe to and is in full agreement with the following statement: "I believe the Scriptures of the Old and New Testaments to be the Word of God, the only infallible rule of faith and practice, and that this divine Word of God has been most clearly and consistently interpreted in Reformed creedal standards." The assistant shall have a strong philosophical commitment to Christian education and the mission of Sheboygan Christian School.
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APPLICATION PROCESS:

Interested candidates should submit an electronic copy of their cover letter, completed application, letters of reference, and resume to the attention of John Warmus, Director of Advancement & Finance at john.warmus@sheboyganchristian.com or via mail to Sheboygan Christian School, Attn: John Warmus, 929 Greenfield Avenue, Sheboygan, WI 53081

APPLICATION DEADLINE:

Friday, March 15, 2019

APPROXIMATE START DATE:

Monday, April 1, 2019