



WEST VALLEY CHRISTIAN SCHOOL

16260 W. Van Buren St. Goodyear, AZ 85338

Front Office Admin Assistant Job Description

WVCS Mission Statement:

West Valley Christian School equips students for life by providing Academic excellence, a Biblical foundation, and a Christ-centered community.

Job Summary:

The Front Office Admin Assistant greets members of the public, answers questions, refers individuals to the appropriate office or individual, communicates information, and supports the administrative team. As the first point of contact for our organization, you will play a crucial role in providing excellent customer service and administrative support to ensure the smooth operation of our front office. This person shall reflect the purpose of the school, which is to honor Christ with our lives.

Responsible to: Director of Development and Operations

Evaluated: Ongoing feedback with annual evaluation

Type of position: Full Time, Salaried Exempt

*Morning meetings, evening programs or events, and modified summer hours are possible.
Benefits are listed in the employee handbook.*

Education, Qualifications, and Experience:

- Have a personal relationship with Jesus Christ that is a consistent testimony among others.
- Faithfully attend and financially support a local church whose beliefs agree with our school.
- Agree to uphold West Valley Christian's Statement of Faith.
- Be a person of prayer with a mature, godly spirit.
- Must have or be willing to get and maintain a valid level one IVP fingerprint card.
- Must have or be willing to get CPR, First Aid, and AED certified. *(Will be provided as a staff)*
- Have a high school diploma or a GED equivalent.
- Demonstrate a reasonable level of computer literacy.
- Valid AZ driver's license.
- Successful completion of background check.

Role and Responsibilities:

- Have organizational skills and the ability to work with people, projects, and resources.
- Have the customer service and public relations skills necessary to be a good school representative.
- Have knowledge of office procedures, including those related to communication skills and proper office etiquette.
- Greet everyone with a friendly, helpful attitude when they enter the office or call on the phone. Treat each person with respect and courtesy.
- Respond to inquiries from parents, staff, students, and the general public.
- Ensure parents, visitors, volunteers, and contractors sign in with RAPTOR and receive a badge at the office.
- Provide routine health services to students when the nurse is not available.
- Assist the school response team during emergency/medical situations; able to administer first aid as needed.
- Be helpful to students, parents, and staff. Assist as needed.

- Promote the school by establishing relationships and supporting prospective families.
- Use established procedures to notify administration and staff regarding phone calls, emails, or appointments.
- Make phone calls on behalf of the administration as needed/directed.
- Check and respond to the main school voicemail and email frequently.
- Help maintain an updated calendar of school events.
- Assist with school-wide communications as needed.
- Help maintain records of emergency drills.
- Keep the office stocked with necessary supplies and forms as needed.
- Keep various filing systems up to date and organized.
- Record and issue passes to students who are tardy.
- Assist students being signed in or out of the building during school hours using school safety policies and record the times in RenWeb.
- Maintain student information system as required by the school; this system may include student grades, attendance, personal information, parent information, and other records as needed.
- Maintain confidentiality with sensitive information (*i.e. student/family files*).
- Receive and sign for deliveries.
- Maintain an organized and welcoming office environment that is conducive to productivity.
- Open or distribute school mail promptly.
- Support the administration with administrative assistant needs.
- Perform any other duties assigned by the administrative team.

Physical Requirements:

The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and pulling, as well as significant fine finger dexterity. The employee must occasionally lift or move up to twenty-five pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Background Check Statement:

WVCS conducts pre-employment screening for all positions, which includes a criminal background check and verification of work history, academic credentials, licenses, and certifications.

PLEASE NOTE: Subject to the Constitution of the United States and all applicable state and federal laws, West Valley Christian School does not discriminate against applicants or students on the basis of race, color, and national or ethnic origin in its admissions or the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, West Valley Christian School does not discriminate in its employment practices. West Valley Christian School is a Christian education institution and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based on religion. We desire to build an employee community of individuals living out their Christian faith and agree with our Statement of Faith, beliefs, philosophy, and qualifications.

WEST VALLEY CHRISTIAN SCHOOL

Statement of Faith

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:20).

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (1 John 5:7, Matthew 28:19).

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (Philippians 2:6-11; Luke 1:36-38; 1 Peter 3:18; Hebrews 2:9; Acts 2:23-24; Hebrews 8:1; Matthew 26:64; Hebrews 10:37; Luke 21:27).

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (Romans 5:12-19; 1 John 3:5-8; Titus 3:5).

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (John 16:8-10; 1 Corinthians 3:16, 6:19; Romans 8:4-8).

We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation (John 5:28-29; Matthew 25:46; 1 Thessalonians 4:17; Revelations 20:11-15, 21:8, 22:11).

We believe in the spiritual unity of believers in our Lord Jesus Christ (1 Corinthians 12:12-27).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). We believe that rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that the institution of marriage is established in scripture as an ordinance that points the world to the relationship God desires for His church (Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2-9, Isaiah 54:5).

We believe that in order to preserve the function and integrity of West Valley Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by West Valley Christian School in any capacity agree to and abide by all points put forward within this statement of faith (Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22).

