



WEST VALLEY CHRISTIAN SCHOOL

Job Title:	Front Office Assistant	Job Category:	Exempt
Department:	Staff	Job Pay Type:	Salary
Campus:	All	Position Type:	Full Time
Reports To:	Head of School or Executive Director	Expected Hours Per Week:	40 hours

West Valley Christian School Mission Statement

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

Job Summary

West Valley Christian School (WVCS) is seeking a passionate and mission-driven Front Office Assistant. The Front Office Assistant serves as the first point of contact for students, parents, staff and visitors, ensuring a welcoming and friendly environment. This role provides essential administrative support to school operations, manages daily front office activities, and coordinates key functions such as attendance tracking and substitute teacher scheduling. Strong multitasking, communication, and organizational skills are critical for success in this fast-paced setting.

Role and Responsibilities

Spiritual and Community Leadership:

- Model a Christ-centered life and uphold the mission of West Valley Christian School.
- Foster positive relationships with students, parents, and staff to create a spiritually and emotionally nurturing environment.
- Monitor front office activity to ensure a safe and orderly environment.

Program Support and Coordination:

- Organize and facilitate school events such as picture day, including scheduling and class coordination.
- Coordinate substitute teacher coverage, including both advance scheduling and last-minute arrangements.
- Create and distribute honor roll awards using mail merge in Microsoft Word.
- Utilize Microsoft Word and Excel regularly for documentation, tracking, and reporting.
- Effectively manage multiple tasks and priorities in a dynamic school environment.

Administrative and Compliance Responsibilities:

- Assist in maintaining accurate student attendance records.
- Manage student check-in and check-out processes, including tardiness and early dismissals.
- Greet and assist visitors, ensuring adherence to school security and volunteer approval procedures.
- Answer and direct incoming phone calls in a professional and timely manner.
- Process credit card, cash and check payments.



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Faculty and Staff Engagement:

- Serve as a liaison between WVCS families and administration, addressing concerns and promoting positive communication.
- Provide administrative support to school leadership and staff as needed.

Family Engagement & Front Office Support:

- Serve as a welcoming presence in the WVCS lobby, greeting families as they arrive and ensuring a warm, inviting atmosphere.
- Assist parents with questions, and provide information about the WVCS program.
- Foster strong relationships with WVCS families by maintaining open and proactive communication.

Education, Qualifications, Skills, and Experience

- A committed follower of Jesus Christ, demonstrating spiritual maturity and a calling to Christian education, who aligns with WVCS's mission and Statement of Faith.
- Faithfully attends and supports a local church whose beliefs align with the school's statement of faith.
- Bachelor's degree in Business Administration or a related field (preferred but not required).
- Minimum of 2-3 years of experience preferred (experience in a Christian or school setting is a plus).
- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Word, Excel, and Student Information Systems (SIS).
- Ability to handle confidential information with discretion.
- Customer service-oriented with a friendly and professional demeanor.
- Must have and maintain a valid Level One IVP fingerprint card.
- Must have and maintain a valid Arizona driver's license.
- Obtain and maintain CPR/First Aid certification.

Physical Requirements:

- Use a computer (visual and keyboarding) for long periods.
- Able to remain stationary (sitting or standing) 50% of the time.
- Occasionally lift up to 25 pounds.
- At times requires stooping, bending, turning, pushing, pulling, reaching and climbing stairs (2-story).
- Use hands, fingers, and arms to reach, grip, and maneuver objects.
- Must be able to respond quickly to sounds (fire/security alarms).
- Work in noisy and crowded school environments.
- Able to work a flexible schedule, including weekends and evenings when needed. (School Sponsored Events)
- Frequent walking throughout the campus.



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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 based on 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 upon religion. We desire to build an employee community of individuals living out their Christian faith who agree with our Statement of Faith, beliefs, philosophy, and qualifications.



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West Valley Christian School | Statement of Faith

- I believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (*2 Timothy 3:16, 2 Peter 1:20*).
- I believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*1 John 5:7, Matthew 28:19*).
- I 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*).
- I 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*).
- I 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*).
- I 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; Revelation 20:11-15, 21:8, 22:11*).
- I believe in the spiritual unity of believers in our Lord Jesus Christ (*1 Corinthians 12:12-27*).
- I 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.
- I 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*).
- I 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*).

