



**Title:** Upper School Administrative Assistant  
**Reports to:** Upper School Principal  
**FLSA Status:** Hourly full-time  
**Date Created:** 2022  
**Employment Status:** Hourly at-will

---

### **Position Overview:**

Our Upper School Administrative Assistants are expected to faithfully employ his/her God-given gifts (i.e. Romans 12:7) to contribute to the mission of Calvin Christian School:

*The mission of Calvin Christian School, in cooperation with the home and church, is to teach the whole child from a biblical worldview, founded in the Reformation, providing children from Christian families with an excellent education for a life of Christ-centered service.*

We are looking for an attentive and creative, talented person to join our team who knows his/her call by their Lord & Savior Jesus Christ to serve as an Upper School Administrative Assistant, to love children and families the way Jesus has called us to love, and who is committed to developmentally appropriate, whole-child, Christian education. This person will act as the first point of contact and liaison for parents and campus visitors, provide direction for our community, and support the upper school administrators in their daily responsibilities.

To begin the application process, please complete the following steps:

1. On-line [General Employment Application](#),
2. E-mail the following **required documentation** to [hr@calvinchristian.school](mailto:hr@calvinchristian.school) :
  - a. Résumé.
  - b. 3-4 References, at least one of a pastor, Elder, or leader in your church

**Hourly Pay:** Dependent on education and experience  
Range: \$15.00 to \$21.60

**Benefits Offered:**

- Health benefits
- Sick Leave
- Life and Long Term Disability Insurance

**Spiritual Requirements:**

- As a Christian School, we require our employees to be a professing believer and followers of Jesus Christ as his/her Lord and Savior.
- A demonstrated commitment to Christ, all staff are expected to be members in good standing at a Christian church that has beliefs in-line with Calvin Christian School's Mission Statement, Statement of Faith, and school biblical ethics policies.
- Yearning for growth and maturity in the Christian faith and living the Christian life (e.g. Living Romans 12 -- personal habits of daily devotion, prayer, Scripture memorization and reflection)

**Required Qualifications:**

- High School Diploma
- Experience working with young children
- Experience working in a Christian environment
- Prior administrative experience of at least 3 years
- Organizational skills
- Computer proficiency (Google Education Suite, Student Information Systems and Learning Management Systems)
- Must be authorized to work in the U.S.

**Preferred Qualifications:**

- Bachelor's degree
- CPR certified
- Committed to "whole-child" developmentally appropriate, teaching
- Excellent interpersonal skills, willingness, and ability to teach cooperatively
- Personal Christ-centered service experiences
- A patient and loving individual who understands the unique interpersonal attention required for children

**Required Documents for Employment:**

- Must be in good standing with the law as well as current and/or past schools/organizations
- Valid, negative TB test result
- LiveScan (fingerprinting); FBI and DOJ clearance to work in a childcare setting

**General Upper School Administrative Assistant Job Description**

- Greet incoming traffic cheerfully and eagerly assist when needed.
- Answer phone calls and direct them to the appropriate person or provide information as needed.
- Sort and distribute mail
- Inventory and order supplies for teachers and office annually and as needed
- Be available to treat children for first aid injuries or issues.
- Relieve other administrative assistants for breaks.
- Set up JH student schedules and lockers and distribute them annually
- Maintain transcripts
- Enter and assign discipline hours and homework hours for students.
- Crossing guard director- Maintain crossing guard schedule for the year and send out weekly reminders
- Maintain Blackbaud software and offer troubling solutions
- Maintain many of the various google calendars (in house as well as public calendars)
- Set up & maintain Google email lists of parents, and create groups.
- Set up Blackbaud Education Edge for the upcoming school year (June & July)
- Blackbaud – set up FAWEB for teachers. (yearly)
- Maintain and report on Immunization records, set up Cumulative files for new students
- Assist and/or initiate other projects as needed or assigned

**Physical Demands:**

The working conditions and physical demands of this position will be those that must be met to successfully perform the essential duties of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The physical environment the incumbent will work in is typically a school office environment with moderate noise levels that would be expected in that type of work environment. Sit and or stand for long periods of time. Be emotionally able to solve problems with students, parents, or

co-workers in a professional, clear, and calm way. Lift and carry at least 45 lbs or more in an emergency. The individual must be able to work with children at their eye level and always maintain visual supervision of children, as well as hear, communicate, and comprehend effectively with children, staff, and parents.



*“Inviting students to be formed by God’s Love in Christ,  
for a life of wonder, worship, work and wisdom.”*

(760) 489-6340 | [www.calvinchristian.school](http://www.calvinchristian.school) | [hr@calvinchristian.school](mailto:hr@calvinchristian.school)