

## Office Administrator

At Shoreline Christian School, the Office Administrator is an integral part of our community. This position is responsible for the organizational details that keep the school running on a day to day basis. You will provide administrative support to the head of school, athletic director, accounting department, and teachers. This position also is the first point of contact for students, families, visitors and vendors who come to our school. You will work closely with our teachers, admissions staff, and development office to create a professional, welcoming environment for visitors, students and parents.

Hours: M-F 8:00 - 4:00 during the school year. M-Th 9:00 - 3:00 summers

- Answers the school phone, receives and assists visitors, volunteers, students and parents
- Manages office machines: including 3 copy machines, postage meter, and laminator
- Manages phone system, intercom, bell system, elementary keypad, and security panel.
- Tracks inventory of office and school supplies. Responsible for annual KCDA order and supplemental orders throughout the year. Order diploma and covers, honor cords. Order planners for next school year.
- SCRIP - sale of and monthly inventory
- Manages school google calendars
- Opens office door every morning

Students: assist students - injured and sick students

- Student behavior forms
- Records Daily Attendance
- Supervise TA's

School Administration support:

- Parent teacher conference scheduling
- Run Honor Roll
- Report Cards
- Assist school counselor with transcripts and permanent records
- Scan student files as needed
- Sub requests and scheduling
- Background Checks
- Society Meeting Handouts
- Certificate creation for school events - Honor Night, JH sports certificates

Other office task include but not limited to:

- Make copies as needed

- Distribute office mail
- Check on bulk mailing balance at post office
- Recycle ink cartridges
- Coordinate, upload and distribute Individual and Class photos
- Set up Vision and Hearing Screening with the Lion's Club and School Nurse
- School Milk Program: Track and report monthly school milk requirements
- Maintains locker list

Provide additional support for School Administrator and Athletic Director as needed.