

# Immanuel Lutheran Church & School Job Description

**Preamble:** It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

**Job Title:** School Office Coordinator

**Reporting To:** Principal

**Status:** Exempt • Full-Time

**Salary:** Commensurate to experience and budget resources available

**Employment Term:** 12-months • Employment is at-will according to the Personnel Policy Manual

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## **Purpose of the Position**

The position is responsible for the management and maintenance of an effective and orderly school office as well as the day to day supervision of two paid administrative assistants and all volunteers performing clerical functions and services for the school staff.

## **Academic / Professional Qualifications**

- High school diploma required; bachelor's degree preferred
- Ability to recruit and supervise
- Ability to delegate office tasks
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications including word-processing, mail merges, Excel, Publisher, etc.
- Knowledge of customer service principles and practices
- Member in good standing of an LCMS congregation preferred
- Positive Christian role model

## **Key Competencies & Skills**

- Verbal and written communication skills
- Professional personal presentation
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Personal emotional management
- Work as part of a team
- Be productive with frequent interruptions
- Meet deadlines
- Manage multiple projects and priorities simultaneously
- Maintain confidentiality

## **Work Schedule**

The weekly work schedule requires an annual average of 40 hours per week and is determined by the principal according to the needs of the school. Hours may be reduced over the summer.

## **Essential Duties & Responsibilities – Non-Delegable**

- Maintain an effective and orderly school office.
- Organize and supervise all office procedures.
- Organize, schedule, and delegate work to the administrative assistant, receptionist, and volunteer staff.
- Coordinate the publishing of the weekly school newsletter and other school-related communications.
- Coordinate the administrative aspects of the purchase of textbooks and supplies per enrollment and teacher needs.

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### **Essential Duties & Responsibilities – Non-Delegable – continued**

- Coordinate the administrative aspects of the school lunch program
- Perform miscellaneous school-related duties approved by the Principal.
- Other duties as directed by the Principal or School Board.

### **Essential Duties & Responsibilities - Delegable**

- Coordinate all administrative aspects of the Extended School Supervision and Discovery Camp registration processes including the updating and distribution of registration materials; the receipt of completed forms and fees; and the coordination of registration events.
- Coordinate and distribute the teacher duty schedule.
- Coordinate all administrative aspects of 8<sup>th</sup> grade graduation and transitioning to high school.
- Coordinate all administrative aspects of the school security system.
- Schedule annual fire, bus evacuation, tornado and intruder safety drills.
- Schedule annual school visits for police and fire safety educational speakers such as *Officer Friendly*.
- Coordinate all administrative aspects of the Crisis Intervention Plan, Code Red Tree, Staff Emergency Phone Tree, and Adverse Weather/School Closure Communication Plan.
- Complete required internal, District, Synod, State and Federal forms and reports in a timely manner.
- Coordinate all administrative aspects of District provided transportation.
- Schedule and coordinate all administrative aspects of having school photos taken annually.
- Publish and maintain the Parent Handbook.
- Maintain the school calendar within the office and on the website.
- Update the class schedules.
- Coordinate and maintain student health records.
- Schedule and coordinate all administrative aspects of student vision and hearing screenings annually.
- Attend to sick/injured students.
- Coordinate the storing and administering of medication, epi-pens and other health related items that may be needed by specific students during the school day.
- Ensure all AED, medical and first aid items are stocked appropriately.
- Record activity points for students.
- Format and produce special program bulletins, brochures and other school information.
- Order office supplies.
- Coordinate the annual Parent Volunteer Appreciation Breakfast.
- Schedule substitute teachers as needed.
- Assist the faculty, parents and students as needed.

### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal school/office levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal school/offices, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/office environment. The noise level in the work environment is usually moderate.