



Position Description

ECSA Mission: *By providing an excellent academic curriculum, offering a variety of extracurricular activities, and assembling a caring, culturally diverse community, we, with support of parents and local churches, empower students from Christian families to develop their gifts within the context of a Reformed Christian worldview so that they can act as Christ's transforming agents in a global society.*

Position Title	Student Services Support Staff – Deans’ Office Assistant
Department	Eastern Christian High School Student Services Team
Contract	Hourly Position – Part Time
Employment Agreement	The Deans’ Office Assistant shall be employed on a 10.5 month basis. It is understood and agreed that the Deans’ Office Assistant shall be employed on an at-will basis.
Reports To	High School Deans
Overall Responsibility	To assist the Deans in a variety of ways in order to meet the needs of the school community
Key Tasks and Responsibilities	<p><u>Attendance (daily and period)</u></p> <ul style="list-style-type: none"> ● Data entry and fielding parent calls/messages ● Sign in and out; writing passes ● Attendance documentation, weekly reports, and letters ● Track students and call parents of absent students ● Maintain accurate attendance records in case of evacuation drill ● SOAR attendance (printing SOAR class lists and tracking attendance) <p>Schedule dean and student meetings; update Deans’ calendars as necessary</p> <p>Daily announcements and weekly communications to students, parents, faculty and staff via the <i>Communicators (daily)</i> in a timely, concise manner – strategically posted (electronic and hard copy using the Communicator bin)</p> <p>Maintain accurate Senior out-to-lunch records and communicate this information to appropriate dean. Monitor Senior early release and late arrival</p> <p>Organize binders, applications, schedules and minutes for class councils</p> <p>Timely and accurate dissemination of information to students, parents and faculty at the request of dean</p> <p>Maintain medical bag and emergency card binder (take bag and binder during drills or emergencies)</p> <p>Log and retain confiscated cell phones or other devices and oversee return to parents</p> <p>Distribute detentions and other forms to students</p> <p>Enforce dress code and maintain a clean supply of Deans’ Office laundry loaner items</p> <p>Coordinate shadow student visits (working along with Admissions Office)</p>

	<p>Monitor phones and front door; greet visitors</p> <p>Additional tasks/responsibilities as requested by Deans</p>
Skills and Attributes	<p>Good communication skills with people from many different backgrounds. The ability to treat all people with dignity and respect</p> <p>Discretion and ability to maintain confidentiality of all information</p> <p>Must love teenagers and have patience and empathy in dealing with them</p> <p>Good organizational skills. Must be able to multi-task</p>
Qualifications	<p><u>Professionally</u></p> <ul style="list-style-type: none"> ● A working knowledge of basic accounting principles ● Proficiency in Microsoft Office, Gmail, and Google apps ● Strong computer skills overall. Technology Skills - PC and MAC proficient <p><u>Spiritually</u></p> <ul style="list-style-type: none"> ● Acceptance of ECSA's Statement of Faith ● A strong, clear, Christian testimony ● A mature, godly spirit <p><u>Personally</u></p> <ul style="list-style-type: none"> ● A lifestyle of Biblical integrity ● A spirit of dedication, commitment, flexibility, and responsiveness ● The ability to listen and respond to counsel ● The Deans' Office Assistant shall have a strong philosophical commitment to Christian education and the mission of Eastern Christian School
Essential Functions	<ul style="list-style-type: none"> ● It is anticipated that the person in this position will have regular, predictable on-site attendance ● The person in this position must have visual acuity for extensive computer work (50% or more of the daily time worked) ● 50% or more of the position is stationary ● The person in this position frequently communicates with parents, students and faculty and must be able to provide information in an accurate and helpful manner (25% or more the position involves telephone time) ● The person in this position is subject to regular levels of classroom and/or hallway noise. There may be sufficient noise to cause the employee to raise their voice to be heard above the ambient noise levels

Nothing in this job description restricts administration's right to assign or reassign duties and responsibilities to this position at any time.

5/17/18