

OFFICE MANAGER POSITION

Tri-State Christian School is seeking a full-time secretary/office manager to work from 7:45 to 3:45. This position will begin in May of 2023 with part or full-time responsibilities continuing through the summer and full-time in the 2023-2024 school year. (This position can be 5 days, 40-hours/week during the school year or 4-days, 32 hours/wk, if preferred.) This position will pay \$18 an hour and includes a tuition discount for children who attend TSCS. Interested applicants should email their resumes and testimonies to Mrs. Amy Rush (arush@tscs.org).

QUALIFICATIONS:

The ideal candidate will have, at a minimum, a high school diploma and a call to serve in a Christian School. In addition, the candidate must be a mature, born-again Christian believer who is capable of modeling exemplary Christian character befitting an employee of a Christian school.

1. Exemplary people skills including a welcoming and helpful demeanor.
2. Strong administrative and organizational abilities.
3. Computer proficiency in office and communication software.
4. Communication skills (verbal and written).
5. The ability to work effectively as a part of an administrative team and manage office personal and volunteers.
6. The ability to lift at least 25 pounds.
7. The ability to sign the TSCS Statement of Faith and Professional Code of Conduct.
8. The ability to provide a written testimony of faith in Jesus Christ as Savior.
9. The ability to pass a mandatory background check.

ESSENTIAL FUNCTIONS:

1. To act as the front office receptionist and welcoming agent.
2. To assist the school principal in coordinating school functions and publishing school communications.
3. To perform clerical duties.
4. To perform tasks in FACTS (school information system) and other essential school software.
5. To offer medical and physical aide to students and staff.

RESPONSIBILITIES:

1. Coordinate all school communications including weekly newsletters, emails, and publications.
2. Answer phones, take and direct messages.
3. Welcome visitors, parents and other persons.
4. Work with FACTS to ensure accuracy in school attendance and reporting.
5. Administer medications to students in absence of school nurse.
6. Create and maintain official school records and student files.
7. Schedule substitute teachers.
8. Have positive, supportive interactions with students and teachers while serving their needs.