



Lakewood Christian Schools Executive Assistant Position Focus

A. Qualifications

- a. Shall have accepted Jesus Christ as Lord and Savior. The spiritual life of the Executive Assistant shall encompass a growing relationship with Christ, that shows integrity, graciousness, and dedication
- b. The Executive Assistant shall be an active member of a Bible-based church, have a mature, godly spirit, a Christian testimony, and accept without reservation, the Arbor Road Church/LCS Statement of Faith.
- c. The Executive Assistant shall be proficient in computers, have professional verbal and written communication skills, excellent organizational skills, maintain confidentiality, and multi-task to move multiple projects forward.

B. Purpose and Scope

- a. To do whatever is possible to ensure the efficient operation of Lakewood Christian Schools, and to manage the office in such a way to make the schools and administrators successful.

C. Areas of Responsibility

- a. The primary areas of responsibility for this position are to assist the principals in the daily tasks of running the school. Required tasks include:
 - i. Oversees tours of the school for new and prospective families
 - ii. Has or is willing to work towards a Health Tech certification
 - iii. Is familiar with or able to understand educational database systems (i.e. Google Suite, Powerschool, Schoology)
 - iv. Greet and assist all parents, students, staff, and the public in a friendly professional manner in person, on the phone, and over email. This is of paramount importance as this is the first impression of the school.
 - v. Maintain the office in an organized manner
 - vi. Handle school phone correspondence including for the school principals
 - vii. Prepare information for and distribute Bear Tracks and other email blasts
 - viii. Send and receive all student and employee application, schedule testing, and interviews
 - ix. Coordinate the school calendar and all school activities with the principals. Record all school events on the church calendar and coordinate with church staff to avoid conflicts.
 - x. Secure necessary substitute teachers or other personnel



- xi. Keep the principals apprised of employee absences, excessive tardiness, or other potential problems
- xii. Order, prepare, distribute, check, and ship Standardized Testing materials
- xiii. Manage lost and found
- xiv. Assist students with various needs, including phone use, physical care, and managing forgotten items brought from a parent.
- xv. Purchase all necessary school supplies and equipment for the staff and school
- xvi. Prepare and maintain school records for each current and former student
- xvii. Maintain immunization records for all students
- xviii. Inventory and distribute curriculum as needed by teachers
- b. The other potential skills that would be beneficial in this role include:
 - i. Marketing and managing school flyers and other informational materials
 - ii. Technical support for common issues like forgotten passwords, troubleshooting Schoology (our learning platform), basic email and Google troubleshooting, etc.
- c. Carry out other duties as assigned by the principals

D. Relationships

- a. The Executive Assistant is responsible directly to the LCS Principals and accountable to all LCS personnel policies and procedures set forth by the school board.

E. Terms

- a. The Executive Assistant position is a full-time position with an annual commitment.
- b. Days and hours are to be determined with the school principals. This is a calendar year-long job, not an academic year-long job.