



## Kalihi Union Church Preschool & Kindergarten

### Job Description: Administrative Assistant

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#### 1. Primary Role/Function:

1.1. The administrative assistant acts as a secretary to the director. Performs and serves as a general office manager and provides secretarial support to the school staff. Operates in a personal capacity for rendering reports as required by the director.

#### 2. Job Responsibilities

2.1 Recording attendance and filing reports on student absences

2.2 Coordinating special events such as staff meetings, parent coffee hour, school programs, and special events

2.3 Performing clerical tasks such as answering phones, filing documents, typing letters, and maintaining records

2.4 Maintaining computer spreadsheets with student and teacher information for easy reference

2.5 Making copies of classroom materials for teachers to use

2.6 Making copies and making sure policy and procedures forms for all staff are ready and easily accessible

2.7 Managing the flow of paperwork within the school system by answering phones, taking messages, and directing calls to appropriate individuals.

2.8 Assist the school director in effectively managing the operations.

2.9 Orders, expedites, and receives shipments of supplies.

2.10 Shops for needed supplies, materials, and products as required for preschool.

2.11 Other duties as assigned as reasonably related to the classification.

#### 3. Qualifications

3.1. A mature believer committed to Jesus Christ as Lord and Savior.

3.2. Attends and is active in a local Bible-based church.

3.3 Bachelor's degree in Business, education, or a similar field.

3.4 Must possess at least 3 years of experience in a similar field.

3.5 Can plan and prioritize many responsibilities.

3.6 Awareness of school administration processes.

3.7 Capable of using technology and education monitoring systems.

3.8 Excellent organizational skills.

3.9 Attention to detail.

3.10 Problem-solving and negotiation skills.

3.11 Is exceptionally well organized, methodical, and meticulous.

3.12 Can manage and prioritize many assignments and is familiar with the school's administrative operations.

#### 4. Supervision

- 4.1 The Preschool Administrative Assistant will be under the supervision of the School Director.
5. Miscellaneous:
  - 5.1. The preschool Director will establish areas not covered in this job description.
  - 5.2. The Preschool Director will revise this job description at her discretion.