



## Job Description

<b>Job title</b>	<i>Administrative Assistant</i>
<b>Reports to</b>	<i>Administrator</i>

*Our Mission at FLS is to empower and equip all students for Christian Discipleship and Academic Success in serving others for Christ and His church.*

### **Job Purpose**

Faribault Lutheran School is seeking an energetic, highly-detailed, organized and ambitious administrative assistant for the 2024-2025 school year and beyond. Under the direction of the Administrator, the administrative assistant will be responsible for managing and running an efficient school office.

### **General Duties and Responsibilities**

#### **Office Management:**

- Manage front office duties such as answering phones, greeting visitors, filing, printing, copying, tracking visitor logs, and other general office tasks.
- Maintain a clean and organized office and front entrance area.

#### **Financial Administration:**

- Process billing, payments, and donations while accurately documenting all financial transactions.
- Oversee the ordering and purchasing of school and classroom materials, ensuring budget adherence.

#### **Student Records & Support:**

- Maintain and update student records, including attendance, immunization records, birthdays, etc.
- Provide basic first aid to students when injured or sick, administer and track medications.

#### **Event & Activity Coordination:**

- Assist with event setup, execution, inventory, and marketing for fundraising and school-wide events.
- Support faculty with planning field trips and other classroom and school-wide activities.

#### **Communications:**

- Handle school communications, including emails, texting services, newsletters, minor website updates, and other materials.
- Update and maintain information on Educate and TADS platforms, including records, registration, communications, calendar events, and billing.

#### **General Duties:**

- Stay informed about school and district communications, policies, regulations, and other necessary information.
- Organize and run the FLS Raise Right (SCRIP) program.
- Perform other duties as assigned by the Administrator.

### **Preferred Knowledge, Skills, and Abilities**

- Proficient in Microsoft Office and Google Workspace.
- General bookkeeping, filing, and accounting skills.
- Experience working with database systems.
- Excellent verbal and written communication.
- Strong organizational and multitasking abilities.
- Discreet handling of confidential information.
- Friendly and enthusiastic with strong customer service skills.
- Basic knowledge of first aid and CPR.
- Attention to detail and accuracy.
- Flexibility and adaptability to changing priorities.

**Preferred Education and Experience**

- Diploma or two-year degree in office management, administrative assistant, or similar program preferred, but not required.
- Successful experience in a related secretarial or office position.

**Physical Job Requirements**

- The ability to sit, stand, walk, ascend/descend stairs, talk to people, hear, and tolerate a moderate level of noise that is common in a school environment.

**Hours**

- Monday - Friday, 7:30 a.m. to 4:00 p.m.
- Hours may be adjusted in the summer months

**Pay & Benefits**

- \$18-\$19/hour, dependent on experience. Potential for a performance based increase at 6 month evaluation.
- Health insurance, retirement, PTO and tuition discount for children available