



# Royal Redeemer

LUTHERAN CHURCH & SCHOOL

**position** Kindergarten – 8<sup>th</sup> Grade Office Administrator & Finance Secretary

**summary** Responsible for overseeing the operation of the school offices and partnering with the principal in maintaining school finances, to provide support to the school ministry, while fulfilling the mission of Royal Redeemer Lutheran School, a ministry of Royal Redeemer Lutheran Church.

## royal redeemer lutheran school is

- A school, church and staff committed to following and fulfilling our mission: Royal Redeemer Lutheran School exists to equip each student to achieve educational excellence, inspire a lifelong love of learning, and grow Christian Leaders.
- A school that is dedicated and committed to the ministry of teaching faithfully the Word of God, as understood and taught by the LCMS Faith.
- A school and church committed to team-ministry, desiring for the staff to be unified in God's vision and serving together in deep Christian love.
- A school of teachers and staff assigned as leaders in the Christian church, exemplifying the Christian life, while serving as a role model through a personal relationship with God, demonstrating God's love, and sharing the faith both in and outside of the school community.

## position requirements

**education:** High school diploma or equivalent

**experience:** Minimum two years of experience in office administration and finance/billing

## Critical Competencies

- Communications – Exhibit good listening and comprehension; keeps others adequately informed; communicates professionally and effectively
- Customer Service – Establishes and maintains effective relations; exhibits tact and consideration; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflict; demonstrates a professional appearance
- Dependable – Completes work and meets deadlines; punctual and present for required hours; is thorough and accurate in work; keeps information confidential
- Flexible – available for families and staff needs; prioritizes and shifts organization and tasks based on needs and daily operations; works with others towards successful transitions
- Cooperation – Exhibits objectivity and openness to other's views; gives and welcomes feedback; creates a Christian environment of respect and caring; supports and everyone's efforts to succeed; works cooperatively; takes initiative; accepts responsibility; seeks constructive approaches
- Use of technology – Effectively navigate computer programs needed to complete tasks; troubleshoots technological problems as needed or required; keeps technical skills up to date; adapts to new technologies



### **duties & responsibilities**

- Organize and maintain an efficient and effective office, serving as a resource and support for faculty, volunteers, students, and families.
- Provide administrative support to the church and school.
- Anticipate and address office support needs for day-to-day operations, assisting administration and staff in handling interruptions and emergencies.
- Ensure security of the K-8 Lobby and Entrance (North Entrance), welcoming guests by greeting them in person and answering or directing inquiries. Adhere to procedures always ensuring supervision of lobby and entrance during school hours.
- Provide students with limited medical assistance as needed, contacting responsible adult, first responders, etc. as needed.
- Maintains school phone lines, transferring messages when applicable, including the K-8 attendance line.
- Collaborate with Maintenance Staff to oversee school repairs, or other maintenance needs.
- Monitor operation of equipment, troubleshoot malfunctions, call for repairs, and maintain competence in use and updates.
- Maintains school email and website.
- Review incoming and compose outgoing correspondence, memos and reports that represent the Principal or Director's position.
- Full write/edit responsibility for the school calendars and schedules. Prepares necessary materials and documents for calendar events.
- Recruit and organize volunteers for all school functions.
- Thoroughly read and understand handbooks, state regulations/standards, NLSA criteria, health and fire department code, and other policies, to support compliance and maintenance.
- Oversee school admissions and enrollment, with a focus on K-8 families: including but not limited to scheduling/hosting tours, managing the enrollment and financial process via FACTS.
- Oversee the management of student records, and the storage and transfer of records when required, both via paper records and in digital systems (FACTS, EdChoice, etc.)
- Maintain rosters for students and staff, distributing appropriately.
- Manage attendance of the school, following up with families regarding absences/missed work, and updating/uploading attendance records as needed for the state, scholarships, etc. in a timely manner.
- Review and submit time sheets and track accurate records of leave for K-8 employees.
- Partner with Preschool Office Manager to maintain supply inventory, order, and verify receipt of supplies.
- Oversee all tuition management via the FACTS system, ensuring charges are applied, scholarships and grants are awarded, and payments are collected. Weekly review accounts and delinquent payments and communicate with administration and families as needed.



- Work in close partnership with administrators of school and church financial departments and provide reports and data pertaining to requested information.
- Work with the Principal to manage all fundraising activities and events.
- Always maintain confidentiality, protecting student records and information, using discretion when sharing any such information within legal confines.
- Other duties not listed here as assigned by direct supervisor.

### **scope of position**

Classification: Administrator

Status: Full-time, salary

Supervisor: Principal

Department: School

Physical requirements: While performing the duties of this job, the employee is regularly required to sit, using hands and fingers to perform work. Frequently required to stand, walk, stoop, kneel or crouch. The employee must regularly lift up to 10 pounds, and occasionally lift or move up to 25 pounds.