

Office Team Job Description

Challenging Minds - Capturing Hearts - Cultivating Gifts



Job Title: Office Aide / Lunchroom Coordinator

Category: Non-Teaching Staff, Office

Reports to: Head of School
Frequent Direction From—Administration Team and Office Team

Job Overview:

The job of the office aide is to provide administrative support needed for day to day school functions, supporting the Administration Team and fulfilling the office needs of teachers and students located on the lower level of our building.

Qualifications:

- **Education:** Associates degree or higher preferred
- **Spiritual:** As a ministerial representative, evidence of personal and active relationship with Jesus Christ is required. Specifically, builds relationships through prayer, actively seeking God's direction, reading God's word and applying it to daily life. Regular church attendance, actions, behavior and appearance representative of a biblically rooted Christian both in and out of the school environment. Adherence to and support of Parkway's Statement of Faith, Core Values and Spiritual Qualifications as outlined in the attached packet is required.

Essential Knowledge/Skill Set:

- Proficient in Microsoft and/or Google Suite
- Ability to multitask
- Written and verbal communication skills
- Gather, collate and/or classify data
- Phone & email etiquette
- Organizational skills
- Maintain a calm demeanor under pressure
- Independent and proactive
- Maintain confidentiality Establish and maintain effective working relationships
- Ability to display sensitivity to students in distress and/or in need of reassurance

Experience:

Previous office experience, school database system experience, student interactions experience preferred

Office Team Job Description

Challenging Minds - Capturing Hearts - Cultivating Gifts



Specific Responsibilities:

- Monitors downstairs main office and coffee station; problem solves for staff & students
- Writes tardy passes
- Oversees daily attendance reporting and enforces tardy and absence procedures
- Supports end of day dismissal procedures
- Helps with mail and package deliveries
- Answers incoming phone calls
- Greets visitors to the building
- Aids in executing building drills
- Any other related duties

Lunchroom Coordinator:

Job Overview:

The Lunchroom Coordinator is responsible for the general oversight of the lunch room along with traffic control for drop off and pick up. This includes the supervision and training of lunchroom helpers. You will be in the lunchroom from approximately 11:15am - 1:15pm.

Essential Knowledge/Skills:

- Organization expertise
- Time management and punctuality
- Servant leadership
- Passion for children and education
- Strong rapport with students and staff, high expectations for self and students
- Engaging personality
- Ability to accept and apply constructive criticism
- Clear and effective communication practices with students, staff, and parents

Experience: Managerial and organizational experience preferred

Specific Responsibilities:

- Organizing Volunteers and staff to create a well functioning lunchroom and recess time
- Working with both volunteers and staff to maintain a multi-tiered schedule
- Trains volunteers and staff to supervise students both inside and outside
- Works with the kitchen supervisor to create a lunch program
- Provide an orderly, and pleasant environment in the lunchroom and at recess
- Communicates with volunteers and staff regarding schedules
- Maintains control of storage and use of school property
- Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities
- Performs any other related duties as assigned by the Dean or other appropriate administrator

Office Team Job Description

Challenging Minds - Capturing Hearts - Cultivating Gifts



This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the Dean or appropriate administrator. Parkway Christian School reserves the right to update, revise or change this job description and related duties at any time.