



St. Lorenz Lutheran School

School Administrative Assistant

Job Description

Summary

Under the direction of the principal, the School Administrative Assistant serves as the primary point of contact and initial hub of the school. This role involves performing a variety of administrative support involving both specific routines and broadly defined procedures; greets and interacts with the public; works cooperatively with staff, students, and parents; and performs other related duties as assigned. The person must demonstrate a high degree of professionalism, maintain confidentiality, and foster a welcoming environment for students, staff, parents, and the public. This is a full-time, salaried position with benefits.

Roles

- ❖ Support the values, vision, and mission of St. Lorenz Lutheran Church & School.
- ❖ Develop a Christ-centered and professional working relationship with the leadership, staff, volunteers, students, and school families of St. Lorenz Lutheran Church & School.
- ❖ Maintain and update school data and reporting that keep the school legal and functional.
- ❖ Provide for the daily needs of the student body and faculty, which requires a high degree of empathy and quick decision-making.
- ❖ Serves as first contact in most school communication.

Responsibilities

❖ **Front Office & Public Relations**

- **Customer Service:** Act as a conduit between the school, parents, and community, resolving issues with a positive, solution-focused approach.
- **Visitor Management:** Greet and monitor visitors while maintaining secure check-in/check-out protocols.
- **Communication:** Manage a multi-line phone system, handle inquiries, and direct calls or messages to the appropriate departments or individuals.

❖ **Student Services & Health**

- **Attendance:** Maintain daily student attendance records and generate reports; follow up on unexplained absences in accordance with school policy.
- **Compliance:** Collect, monitor, record, and submit student immunization records and other health-related documentation to the state.
- **Records Management:** Process and update student enrollment, maintain permanent student files, and handle the secure transfer of records.

❖ **Administrative & Financial Support**

- **Financial Duties:** Perform basic accounting tasks, including processing deposits, tracking class field trip costs, and managing the school family financial billing system.
- **Reporting:** Prepare complex administrative, district, and state statistical reports. Track and document emergency drills.

- **Personnel Coordination:** Manage the substitute teacher system, including arranging coverage, coordinating schedules, and maintaining payroll records for substitutes.
 - **Resource Management:** Order and manage inventory for office supplies, instructional materials, and teacher resources.
 - **Lunch Program:** Oversee recordkeeping for the school lunch program and submit necessary documentation for federal reimbursement.
 - **Administrative Support:** Update and aid in various tasks: forms, teachers' schedules, faculty meetings, certificates, school schedules, etc.
- ❖ **Digital Communication & Technology**
- **Data Management:** Proficiently utilize the school management system (FACTS) to update student data, rosters, classes, and schedules.
 - **Publications:** Oversee the distribution of the school calendar, class lists, family directory, weekly school newsletter, upcoming events, and promotional communication. Update the family app with current information.
 - **Calendar & Handbooks:** Maintain the master school calendar and assist in the annual update of the school handbook, admission materials, and registration materials.

Requirements

- ❖ **Education/Experience:** Associate degree or equivalent from two-year college or technical school; or 1-3 years of related administrative experience and/or training (preferably in an educational setting).
- ❖ **Certifications:** Must pass a criminal background check. Current CPR and First Aid certifications required (or must be obtained within 30 days of hire).
- ❖ **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos, e.g., safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak positively and effectively in person with parents, staff, and students (most often on an individual basis). Be able to demonstrate effective phone etiquette.
- ❖ **Technical Skills:** Proficiency in Microsoft 365 (Outlook, OneDrive, Word, Excel, PowerPoint, etc.). Ability to learn and master school-specific software (FACTS, Raptor). Typing speed of at least 40 WPM with high accuracy.
- ❖ **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Demonstrate the ability to use good judgment in decision-making.
- ❖ **Soft Skills** Ability to prioritize and organize work. Demonstrate the ability to deal with confidential information with a high degree of discretion. Ability to maintain a calm demeanor and professionalism in fast-paced situations. Ability to communicate clearly and concisely, both orally and in writing.

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