

Valley Christian School

JH/HS Office Manager Job Description

Reports to JH/HS Principal, HOS

Job Summary:

The JH/HS Office Manager will assist the JH/HS Principal and Head of School with the daily nuances in the Valley Christian JH/HS School (Grades 7-12). The JH/HS Office Manager is a support role for the school administrative team, faculty, students, and student families.

I. Responsibilities

1. Cooperate with the Principal and HOS to provide support for all aspects of student life.
2. Build Godly, effective relationships with teachers, students, and parents.
3. Uphold Biblical principles when dealing with students, teachers, and parents.
4. Maintain an effective learning climate in the school.
5. Possess a Biblical understanding of education and how that applies to the Christian school today.
6. Assist with monitoring student progress (academic, social, physical, and spiritual)
7. Provide an atmosphere of open communication and positive relationships between students, teachers, and parents to help resolve conflicts at the source.
8. Help establish a positive student culture where diversity is accepted and students learn to respect differences in accordance with Biblical principles, take responsibility for their actions, and exercise leadership.
9. Actively promotes and participates in school activities.
10. Disciple students both personally and through the school programs.
11. Maintain discipline and lead and/or assist in student discipline manners.
12. Keep an up-to-date discipline record.
13. Maintain a personal appearance that is a role model of cleanliness, modesty, and good taste. Monitor and uphold the dress code among the students.
14. Contribute to and/or assist with the décor in the halls and outside the office areas.
15. Be a Christian role model in attitude, in speech, and in actions toward others.
16. Share the Christian faith and pray with families, students, and staff/faculty.
17. Communicate with parents and students consistently and in accordance with all policies of VCS.
18. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
19. Demonstrate a positive attitude toward all situations and relationships.
20. Demonstrate active listening engagement and empathy during conversations with parents, students, and co-workers.
21. Meet everyday stress with emotional stability, objectivity, and optimism.
22. Exercise friendliness and consideration, treating students without partiality.
23. Maintain confidentiality regarding all school matters.
24. Use grammatically correct English in all written and oral communication, including electronic communication. Speak with clear articulation.

25. Represent the school in a favorable and professional manner to its constituency and the general public.
26. Perform other duties as assigned by the JH/HS Principal.

II. Requirements:

1. Must agree, sign, and abide by the Ministry of Teaching Document
2. Excellent organization, communication, and leadership skills
3. Required:
 - a. High School Diploma, or GED equivalent
 - b. Office experienceHighly preferred:
 - c. Associates Degree or higher
 - d. Experience in a Christian school and commitment to excellence
4. Proficient in Word, Excel, PowerPoint, Online Mail (Outlook, Gmail, etc.), and skilled at the Internet
5. Valid First Aid/CPR card
6. Professional appearance and demeanor to publicly represent VCS at required school functions.

III. Physical Demands:

1. Be able to sit or stand for long stretches of time.
2. Be able to speak and interact with students in a coherent manner.
3. Be able to look at a computer for periods of time.
4. Must be able to lift/carry up to 25 pounds, although 50 pounds is preferable.

IV. Evaluation:

1. Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of administrative personnel.
2. Job performances will be completed at a minimum of twice per year.

Mission Statement: Valley Christian School exists to partner with Christian families who desire educational excellence, taught through a Biblical worldview, so their children will be prepared for a lifetime of authentic faithfulness and service to Jesus Christ.

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