



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Administrative Assistant	<b>DATE:</b>	April 8, 2024
<b>SCHOOL:</b>	Newbury Park Adventist Academy Newbury Park, CA	<b>REPORT TO:</b>	Principal
<b>STATUS:</b>	Part-Time, Non-Exempt	<b>SALARY RANGE:</b>	\$16.90 - \$18.00 / hr.

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### JOB SUMMARY

Support the Southern California Conference (“SCC”) in accomplishing its mission, “to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools” and its core values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships & team.

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Regular attendance; 7:30 AM arrival
2. General Office Duties
  - Manage front office
  - Assign substitute teachers as needed
  - Answer calls and requests for information; greet visitors
3. School Board Meetings
  - Prepare materials and binders for Board meetings
  - Send reminders and agendas to Board members; maintain member email lists
4. Facility Maintenance
  - Direct Work Order Requests to Maintenance Department
  - Determine progress of regular and special custodial chores and report problems to the principal
  - Process custodial requests from staff
5. Organization
  - Coordinate with administrators to order supplies for office and staff
  - Coordinate materials and personnel for major events like alumni weekend and graduation
6. Communicate with parents in a timely manner in reporting student progress and school activities.
7. Communicate regularly, openly, and honestly with the principal.
8. Establish proper handover of children, relevant information, and belongings to parents and/or next teacher.
9. Participate in all emergency drills (earthquakes, fire, lockdown, etc.).

10. Refrain from discussing confidential or sensitive information with unauthorized persons.
11. Manifest high regard for the teaching profession in grooming, demeanor, and use of social media in all its forms.
12. Participate in the activities and programs the school sponsors as well as accept and implement requested responsibilities.
13. Represent the Seventh-day Adventist Church in a positive manner.
14. Help students develop respect for, and loyalty to, principles of democracy and commitment to efforts for safeguarding, strengthening, and improving these principles.
15. Be aware of community needs and activities and lend support to efforts to improve the quality of life for citizens of the community.
16. Evidence of physical and emotional health required for working with children.
17. Participate in continual and professional development programs and activities.
18. Comply with policies and procedures of SCC, including but not limited to those in the Employee Handbook, and the North American Division Working Policy.
19. Perform other duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

- To perform this job successfully, the individual must be able to perform each essential duty satisfactorily.
- Must be a member of the Seventh-day Adventist church in good standing.
- Evidence of the physical and emotional health required for working with students.

\*\* The requirements listed below are representative of the knowledge, skill and/or ability required and physical and mental demands.

#### **Education and/or Experience**

A minimum of an undergraduate degree (BA or BS) from an accredited college or university is required. At least 3-5 years of experience preferred, or a combination of academic qualifications and relevant work experience.

#### **Core Values**

- Transmit Christ-centered values and beliefs.
- Model and require consistent practice of the Golden Rule.
- Communicate high expectations for all activities.
- Maintain a commitment to instructional excellence and student success.
- Demonstrate an enjoyment of teaching and inspire in students an enjoyment of learning.
- Demonstrate life-long learning through staying current with cutting-edge trends in education and instruction.

### **Other Knowledge, Skills, and Abilities**

- Attention to detail and commitment to accuracy, work under pressure, ability to multitask, good organizational skills, ability to meet deadlines, ability to work with diverse groups, ability to function as a team player.
- Bilingual preferred in English/Spanish.

### **Required Personality Traits**

Professional, good work ethic, flexible, tactful, and discreet, approachable, proactive, dependable, pleasant, positive attitude, joyful spirit, good sense of humor, appropriate, decorous, and modest attire.

### **Degree, Certificates, Licenses, Registrations**

- **Bachelor of Arts/Science Degree**
- A valid North American Division denominational teaching credential
- Citizenship and criminal clearance documents and a signed child abuse reporting statement
- Certification in CPR and First Aid procedures

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. Extended hours and travel may occasionally be required.

\*\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please fill out the Southern California Conference job application:

[Dashboard \(adventist.org\)](https://adventist.org)

Submit résumé and cover letter, along with SCC Job Application and Declaration of SDA Membership via email to:

James P. Willis II, Vice President for Education  
[jwillis@sccsda.org](mailto:jwillis@sccsda.org)

**Deadline: March 15, 2024, or until the position is filled.**