



Position Summary

Title	Term	Health Benefits	Education Level
Administrative Office Assistant	40 hours per week 9 months	Non-Eligible - LCS Handbook for Details	High School Required Post-Secondary Preferred
Report to	Pay	Paid Time Off	Projected Start
Administration Team	\$9.00/hour	7 Days PTO	August 8, 2022

The full comprehension of employee expectations and job performance is best understood through 3 parts.

EMPLOYEE JOB DESCRIPTION

HOURS OF OPERATIONS

EMPLOYEE HANDBOOK

Job Description

EXPECTATIONS	
<ul style="list-style-type: none"> ◆ Assist with office responsibilities such as: <ul style="list-style-type: none"> ● Office coverage ● Answering phones ● Maintain protocols for building access ● Assist with parent communication ◆ Assist with classroom duties ◆ Monitor lunchroom operations ◆ Janitorial duties as needed 	<ul style="list-style-type: none"> ◆ Assist Administration with projects/duties such as: <ul style="list-style-type: none"> ● Set up for school events ● Coordinate with school volunteers ● Assist with Chapel AV ● Student Information System input ◆ Monitor student arrival and dismissal ◆ Duties will vary from day to day - must have a flexible attitude

Hours of Operation & Teacher Schedule

EXPECTATIONS	CHANGES TO TEACHER BENEFITS
Schedule: 7:30 a.m. – 3:30 p.m. Staff Meeting Days (twice a month) until 4:45 p.m.	7 Paid Days Off Awarded August 1 st

Employee Handbook

The current employee handbook outlines the current expectations and detailed policies and procedures for all staff. This includes signing the lifestyle statement and providing a written testimony.