**ACA Office Assistant Job Description**

The Office Assistant embraces and abides by Auburn Classical Academy’s mission and values. He or she is the first face seen by the public, and therefore must demonstrate a Christlike demeanor including warmth, professionalism, tact, and knowledge of school procedures. The Office Assistant must have excellent communication and organizational skills and be able to manage multiple tasks concurrently. He or She must love and respect children. The role includes but is not limited to the following areas of responsibility:

Front Office Responsibilities

* Receives and responds to daily communication via telephone and email.
* Minor updates to website (dates, event/weather messages, etc.)
* Tracks student and parent sign-in and sign-out.
* Receives students upon building entry and re-verifies uniform compliance.
* Assists Head of School in managing student uniform compliance. With HoS do following:
  + Create chart to verify compliance (HoS will use at start of day.)
  + Direct students out of compliance to HoS office
  + Distribute necessary item (socks, belt, tie, etc.) or collect/remove inappropriate item until end of day
  + Issue notice of infraction to student to be signed by parents.
  + Email parents of infraction and notice going home for parent signature.
  + Follow-up with receipt of signed notice from parents.
* Distributes/receives/organizes faculty and student paperwork (including Spelling Bee, Geography Bee, National Latin Exam, Handwriting Competition registrations).
* Organizes electronic lunch sign-up.
* Organizes daily lunch distribution.
* Oversees afternoon car line.
* Monitors weather for severe forecasts.
* Collaborate and coordinate with HoS as needed.
* Communicates regularly with Head of School as to daily “happenings.”
* Creates organizational documents (roster, directory, etc.)
* Creates and edits weekly electronic newsletter (*Column*)
* Communicates schoolwide announcements.
* Keeps master calendar up to date.
* Coordinates with parent volunteers.
* Schedules building upkeep measures (janitorial services, carpet cleaning, floor waxing, updates, repairs, etc.)
* Handles school purchasing (curriculum, equipment, lunch & restroom supplies, snack bar, office supplies, first aid equipment, etc.)
* Assists Head of School in Teacher Training (lunch arrangement, printing/compiling/distribution of materials).

Works with Events Planner for Special Event Coordination

* Meet the Teacher
* Curriculum Night
* Open House events
* State of School Meeting
* Assist Head of School in annual ceremonies (announcements, location, materials, etc,)
* Teacher Secret Pal Program
* Volunteer Work Days
* Summer Socials