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| Position: | Campus Administrative Assistant to the Makai Principal/Communications |
| Purpose: | The primary responsibilities are to assist the Makai Campus Principal and maintain an efficient office by assisting visitors, parents, teachers and students in the office. Position also responsible for communication amongst all constituents. |
| Evaluation: | Performance will be evaluated in accordance with the following profile and specific job requirements |
| Classification: | Non-exempt |
| Reports to: | Business Office Manager |
| Hours: | Monday-Friday 7:30-3:30, 10 months; summer hours as needed, not to exceed 40 hours per week |

Trinity Christian School Staff Profile

(1) Christ-Centeredness

- Models Christ-like character in all interactions with staff, parents, students and community.
- Extends grace and mercy to others while expecting and maintaining standards of excellence in behavior, attitude and words.
- Participates regularly in a local Christian church and models ongoing growth and reflection in faith
- Shows evidence of being called by God to serve.
- Motivates students and families to accept God's gift of salvation and help them grow in their faith.

(2) Educational Attitudes and Values

- Actively demonstrates to students their individual worth as children of God.
- Models enthusiastic, lifelong learning by being a self-motivated reader and thinker.

(3) Professionalism

- Edifies and respects Trinity Christian School, its administration and its faculty.
- Respects the God-given authority of the school board and the administration.
- Collaborates and cooperates effectively with school board, the administration, the school staff, parents and students.
- Abides by and implement all policies, procedures and directives governing the operation of the school as outlined in the Staff Handbook.
- Attends and participates in school activities whenever possible or when called upon.
- Demonstrates confidence, flexibility and enthusiasm.
- Uses biblical principles to discuss and resolve personal and professional differences (Matthew 18:15-17).
- Exhibits professionalism in personal appearance and behavior.
- Is well-spoken and articulate in oral and written language.
- Effectively uses technology to perform the duties of the job.
- Maintains required certifications in and knowledge of first aid, CPR, and emergency procedures.
- Informs administration in a timely manner if unable to fulfill any duty assigned.
- Serves from a joyful team mindset.
- Greet prospective families and assist with admissions process.

(4) Professional Development

- Shows interest in and commitment to his/her profession through participating in any available professional development and/or training

- b. Demonstrates consistent reflection on practice and positive initiative to improve by seeking counsel and maintaining a teachable attitude
- c. Shows a commitment to growth in knowledge of classical Christian education

Specific Job Requirements

Tasks associated with this position include but are not limited to the following:

Office management

- Answer phone calls
- Maintain ParentsWeb, Microsoft Outlook, Holman Hall calendars
- Assist parents, faculty and staff as needed- in person or through email
- Assist students as needed, including health concerns
- Track attendance through the attendance@tcskailua.net email and forward as needed
- Maintain office files (electronic and hard)
- Pick up and distribute daily mail; interoffice and USPS
- Assist in scheduling school pictures for Makai campus
- Manage monthly fire drills quarterly lockdowns and maintain record for Makai campus
- Assist Makai Campus Principal with Before and After School coordination.
- Order supplies for Makai faculty and staff
- Order Xerox supplies and maintain copier, call for service
- Order or assist in ordering curriculum for Makai campus
- Post and maintain announcements, resource documents, and calendar on FACTS SIS
- Maintain relevant documents on the Intranet (Trinity Info)
- Create and maintain webforms and email template forms
- Assist with end of the year closing procedures for teachers
- Track and prepare Awards for Makai Awards Assemblies
- Route student Planned Absence form to proper teachers for Makai Campus
- Collect information from contributing parties and send out End of Year student email on June 1
- Collect information from contributing parties and send out Beginning of Year student email on August 1
- Write, gather info, coordinate, proofread, distribute weekly Tabula
- Assist with coordinating field trips and excursions, end of year beach days (collect forms, reserve buses etc.)
- Create programs as needed- Christmas Program, Speech Festival, Drama Programs
- Any special project assigned by the Campus Principal
- Manage SmugMug photos
- Manage the Makai campus. Administrative Assistant needs to be forward thinking and also the eyes and the ears to help everything run smoothly.
- Prepare for the new school year (lockers, signs on doors, ready for a picnic, coordinate resources, work with PTF, etc)
- Coordinate mutually shared space with KUMC, KBC, and within TCS.
- Uniform liaison between school and Lands End or other type of uniform company.