



<b>Position:</b>	Mauka Administrative Assistant/ AP Specialist
<b>Purpose:</b>	The primary responsibilities are to assist the Mauka Campus Principal and maintain an efficient office by assisting visitors, parents, teachers and students in the office. Position also requires monitoring security surveillance when possible.
<b>Evaluation:</b>	Performance will be evaluated in accordance with the following profile and specific job requirements
<b>Classification:</b>	Non-exempt
<b>Reports to:</b>	Mauka Campus Principal
<b>Hours:</b>	Monday-Friday; 40 hours per week; 12 months

## Trinity Christian School Staff Profile

### (1) Christ-Centeredness

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

### (2) Educational Attitudes and Values

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

### (3) Professionalism

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

### (4) Professional Development

- a. 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
- d. Completes assigned training prior to August in-service training

### **Specific Job Requirements**

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

#### Office management -

- Answer the phone; email and gate phone
- Order office supplies including letterhead, note cards, business cards
- Assist parents, faculty and staff as needed
- Assist students as needed, including health concerns
- Send out Health Alert emails for Mauka Campus
- Maintain office files (electronic and hard)
- Pick up and distribute daily mail; interoffice and USPS
- Manage monthly fire drills, quarterly lockdowns and maintain record for Mauka campus
- Manage Mauka Facilities Use request forms
- Coordinate with church on sanctuary usage
- Assist teachers with field trips (reserve bus, notify other affected staff)
- Maintain supply of first aid (Band-aids, ice packs) for Mauka campus
- Manage office equipment – order copier supplies, call for services, postage machine supplies, adding money to postage meter
- View desk security monitor and buzz in visitors

#### Administrative Assistant

- Order curriculum received from Academic Dean for Mauka campus\*
- Manage student supply list; fax or email stores for supply order
- Ensure teacher supplies are purchased for new school year and distributed
- Assist with end of the year closing procedures for teachers
- 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
- Prepare Principal's Awards (Mauka)
- Distribute packets to teachers for Awards Assembly
- Assist principal with field trip planning (bus reservations)
- Assist with After School Elective Vendors – scheduling, communication, registration
- Maintain PS, BS, AS rosters for parent sign-ins
- Upload photos to smug mug from staff
- Assist Mauka Principal with:
  1. Preschool licensing application and requirements
  2. Coordination of Before and After School Programs
    - Create rosters for PS, BS and AS
    - Approve “drop in” students for BS and AS
  3. After School electives
    - Vendor Guidelines, insurance coverage, background checks
    - Emails
  4. Oversee lunch program with vendor and assist with faculty/staff monthly lunch perk
  5. Friday mornings in Sanctuary
    - Chapels (power point slides, sound board)
    - Exordiums (power point slides, sound board)
    - Awards Assemblies every Trimester (power point slides, sound board)

1. Email teachers and specialists
2. Create assembly agenda
3. Print certificates
4. Input awardees into RW
6. Creating Principal Awards certificates as requested by teachers
7. Scheduling Mauka picture taking days
8. Submitting Mauka Tabula articles
9. Drafting general emails

**Advancement/Development**

- Set up and monitor Laulima
- Generate thank you letters to donors, obtain signature, make copy for files, mail letters
- Manage telethon auction site.

**Accounts Payable (approximately 10-15 hours)**

1. Tasks associated with this position include but are not limited to the following:
2. Enter new vendors, obtain W-9, if needed. File in vendor folder
3. Prepare bills/invoices and input
4. Check batch for accuracy, post batch, print checks. Make sure proper manager approves invoice and GL codes and ensure receipts are attached.
5. File
6. Give invoices and checks to signers
7. Mail out checks timely
8. Move out files at year-end and create new vendor folders
9. Check if manual checks are needed for field trips
10. Enter all invoices for the closing month
11. Make sure all batches are posted
12. Check that all manual checks are entered.
13. Credit cards
  - distribute expense based off monthly credit card statement to cardholders
  - Input all expenses and check that back-up receipts are in order
  - Have HOS sign off on expense sheet
  - Have Board sign HOS credit card expense report.

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**Other**

- Any special projects assigned by the Campus Principal