

Position Description

ILS Administrative Assistant

Position Description:

This position is responsible for assisting the ILS Administration in managing the activities of the school and the Board of Directors. The individual will be directly accountable to the ILS Superintendent.

Skills:

1. Requires strong service-related people skills and problem solving skills
2. Requires strong verbal and written communication skills due to interaction with the general public, school personnel, teachers, board members, state agencies, Wisconsin Synod, and other agencies on a regular basis.
3. Requires strong, positive interpersonal relationship skills between students, staff, parents, and community members.
4. Requires strong organizational skills to balance demands of a multi-tasking position.
5. Requires strong technology skills in the areas of office software, electronic communication, database systems, word processing, and spreadsheets

Duties, including but not limited to the following:

Administration

1. Maintain a schedule of appointments for the administration.
2. Prepare letters and documents for the administration.
3. Type, proofread copy, distribute, and file correspondence as needed or requested.
4. Maintain filing system for school correspondence and records.
5. Prepare all mass mailings – newsletters, registration, financial campaigns, et al.
6. Work with the Recruitment Director in maintaining an accurate database of all new school contacts
7. Assist Activities Director with Building Use calendar.
8. Manage and maintain the school's online calendar.

Board Responsibilities

9. Compile statistics and gather data as needed, including such things as researching historical board actions or conducting and completing surveys/questionnaires.
10. Prepare and post board agendas. Attend board meetings and record minutes.
11. Prepare final regular minutes for publication and official records.
12. Post employment openings, process application materials, schedule interviews, and assist with new employee documentation and orientation.
13. Update board policy book with new or revised policies and maintain board policies online.
14. Prepare State and Synod reports and file them as required.

Financial Responsibilities

15. Make and record bank transfers, deposits and transmittals. Maintain an accurate record of accounts receivable and monthly cash flow activity. (see also: BPS –Deposits)

16. Monitor and track monthly tuition payments through FACTS Management System.
17. Serve as the school contact for FACTS.
18. Register all parents in FACTS for tuition payments.
19. Write up monthly bills and vouchers.
20. Track and monitor invoices and vouchers.
21. Track monthly credit card expenditures.
22. Review and proof monthly billing cycle in Shepherd's Staff.

Record Keeping

23. Maintain and monitor current personnel records; including recording ongoing professional development, degrees, etc.
24. Maintain list of personnel obtaining graduate credits/degrees to apply to the salary schedule and present information to school finance committee in September.
25. Annually prepare a report on teachers - years of service, milestones, etc.
26. Maintain time records for all non-called employees. Review timecards and record monthly time data for payroll.
27. Annually revise and prepare Student Handbooks, Faculty Handbooks, Non-Called Personnel Handbooks for printing and distribution.
28. Maintain and monitor an accurate key distribution system.
29. Respond to inquiries in a timely manner.
30. Perform data collection/generate reports; i.e., pulling reports/data on students and/or staff as needed.

General

31. Cooperate as work with the school secretaries and needed.
32. Perform any other duties/assignments as assigned/requested by the Superintendent.

Required Education: College Associate Degree or Previous Experience desired.