



Administrative Assistant – Elementary (Part-Time/Full-Time) **Legacy Christian School**

Legacy Christian School is seeking a welcoming, organized, and detail-oriented **Elementary Administrative Assistant** to support the daily operations of the elementary office. This position plays a key role in fostering a positive, efficient school environment by serving as the primary point of contact for students, parents, staff, and visitors.

Key Responsibilities

- Welcome and assist office visitors and answer incoming phone calls
- Manage daily student attendance and communicate with families regarding absences
- Coordinate communication between teachers, parents, and administration
- Organize office records, calendars, and school communications
- Assist with student health needs, including medication administration and care for sick or injured students
- Coordinate substitute teachers and maintain office scheduling needs
- Support school events, parent communications, and office logistics
- Maintain student records and assist with required health and state reporting

Qualifications

- Strong interpersonal skills and a welcoming demeanor with students, families, and staff
- Excellent organizational and communication skills
- Ability to manage multiple tasks with accuracy and attention to detail
- Proficiency with basic office technology and computer programs (Google Docs, Word, Excel, student information systems)
- Commitment to supporting the mission and values of Legacy Christian School

This role is essential to the smooth functioning of the elementary school and contributes to a caring, organized, and Christ-centered learning environment.

If you are interested in joining our team, complete the Staff Application. If you have any questions, please reach out to Curt DeYoung, Head of School - cdeyoung@legacyschool.org.