

## JOB DESCRIPTION



<b>Title:</b>	Administrative Assistant
<b>Reports to:</b>	Principal
<b>Evaluation:</b>	Performance will be evaluated in accordance with this Job Description.
<b>Status:</b>	Full time

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### BASIC FUNCTION

The Receptionist will be expected to be a representative of Christ to students, current parents and prospective families. In all decisions, the Receptionist is to integrate biblical principles and a Christian philosophy of ministry for the school. They are to create a safe and trusting relationship-based environment which promotes love and respect, student participation, critical thinking, and student leadership. This staff member must radiate the love of Christ in how they disciple, instruct and lead the students.

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### REQUIRED PERSONAL QUALITIES

- Have a personal relationship with God through faith in Jesus Christ
- Believe that the Word of God is the standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a regular attendee at a Bible believing church
- Exhibit love and grace in their relationships

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### ESSENTIAL FUNCTIONS

- Reflect the purpose of the school - "Educate and Develop the Whole Person for the Glory of God!"
- Demonstrate a basic understanding of a comprehensive field of knowledge, normally attained through a Bachelor's degree or higher in related field; at least 3 years of prior related experience is preferred
- **Student Support:** ASB, lockers and transportation
- **Parent Support:** Appointments, athletics, and general concerns
- **Staff Support:** Arrange substitutes, assist Class Advisors, coordinate P/T Conferences
- **Office Support:** Finance, Inbound phone calls, emails, office supplies inventory
- Record and report daily attendance
- Maintain and update RCHS Tour/Prospect File
- Maintain Calendars, Announcements & Communications
- Coordinate Events/Projects: Mustang Day, Red Carpet, Open House, Seminars and Auction

### Administrative Offices

16707 174th Ave. SE / P.O. Box 58249 / Renton, WA 98058-1249 / Tel 425-255-7273 / Fax 425-255-6101 / [www.rainiercsd.org](http://www.rainiercsd.org)

<b>High School</b> Kent/Covington 253-735-1413	<b>Middle School</b> Auburn 253-639-7715	<b>Elementary/Preschool/Childcare</b> Auburn 253-852-5145 Elementary 253-793-0933 Preschool	<b>Elementary/Preschool/Childcare</b> Renton (Fairwood) 425-226-4640	<b>Preschool/Childcare</b> Renton (Highlands) 425-228-9897
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