

Amelith Assistant Administrator Job Description

St. John Amelith Lutheran Church and School is a vibrant educational community and a member of the Lutheran Church Missouri Synod (LCMS). We believe in a dedicated partnership between home, church, and school to provide a foundation of excellence for our students. Our environment is one where faith and academic rigor meet, ensuring that every child is nurtured spiritually and intellectually in accordance with LCMS principles. All staff members are expected to uphold our core philosophy and live out our mission: "Helping Children Grow in Faith, Knowledge and Service"



The Assistant to the Church and School Administrator provides essential administrative and secretarial support to ensure the smooth operation of St. John Amelith Lutheran Church and School. This individual serves as the primary point of contact for the office, maintaining a welcoming environment and upholding a high standard of Christian conduct and attitude in all interactions with staff, students, and the congregation.

Accountability

The Assistant is directly accountable to the Amelith Administrator and works in coordination with the Pastor.

Key Responsibilities

1. Office Management and Communication

- Maintain a welcoming office environment for all visitors, students, and staff.
- Coordinate communications, including the preparation and distribution of monthly calendars, school handbooks, and regular reports of church and school activities to the community.
- Manage digital platforms, including updating the church and school websites, social media, and online calendars.
- Maintain official records, including the church database, online directory, and student cumulative folders, ensuring all paperwork is filed securely.
- Handle mail and correspondence, overseeing all incoming and outgoing mail and maintaining inventory for mailing supplies.
- Support worship services by editing and printing congregational bulletins and worship folders, and coordinating their distribution to shut-ins and email lists.

2. Financial and Administrative Support

- Execute billing processes for tuition, hot lunch, and school fees.
- Assist with bookkeeping by collecting funds, making deposits, and maintaining detailed records of income and expenses.
- Support the hot lunch program by filing regulatory forms and assisting with menu oversight and supply ordering.

- Process administrative paperwork, including purchase orders, payroll/benefit setup, and state-required background checks for new hires.

3. Educational and Staff Coordination

- Coordinate teacher coverage by maintaining the approved substitute teacher list and contacting substitutes as needed.
- Support the standardized testing program by assisting with the evaluation and recording of results in student files.
- Manage school logs, including building security visitor logs and student sign-in/out procedures.

4. Church and Facility Support

- Provide secretarial support to the Pastor for various administrative needs.
- Coordinate facility scheduling for church and school events to ensure no conflicts occur.
- Support IT activities, assisting the Administrator in overseeing technology-related needs throughout the school.

Required Qualifications and Skills

- **Christian Leadership:** Must be an active member of an LCMS congregation, demonstrating a life of faith and Christian character.
- **Administrative Experience:** Proven experience in office management or a secretarial role is preferred.
- **Technical Proficiency:** Ability to manage websites, social media, and church/school databases effectively.
- **Organizational Skills:** High level of detail-orientation for maintaining student files and financial records.
- **Interpersonal Skills:** Strong communication skills to act as a liaison between the administration, parents, and the congregation.

Compensation

- Hourly compensation is determined by experience and education.
- Earned Sick Time is accrued at the rate of 1 hour for every 30 hours worked, up to 40 hours of time.