



PPCS Full Time Employee (Non-Instructional-School Year) Compensation and Benefits

Position: Full-Time (40 hours/week) **Office Administrative Assistant**

Compensation:

\$20,300 – 21,600 yearly salary range for a “new to PPCS” Employee

- Specific salary determined based on years of qualified experience, education level, and any applicable certification
- August to May (10-month) school year contract
- Pay available in 20 or 24 installments beginning August 15th

Benefits:

- Time off:
 - Paid Sick Leave: 8 days (64 hours) per year. Unused sick leave hours can roll over to the following year of employment, up to 30 days total (240 hours).
 - Paid Personal Leave: 2 days (16 hours) per year in addition to school holidays. Unused personal leave does not accrue.
- Tuition Discount:
 - Full-time Employee's Children
 - A 50% discount applies to Tuition
 - A 50% discount applies to Daycare costs
 - A 50% discount applies to grandchildren of the staff member
- Health Insurance
 - Kaiser HMO 3000 Plan
 - School funds 50% of *employee* premium (already subtracted below):
 - Current monthly rates employee is responsible for (basic plan)
 - Employee only.....\$252.90
 - Employee and Children.....\$805.96
 - Employee and Spouse.....\$861.27
 - Family.....\$1364.06
- Dental:
 - 2 Plans are available. The school does not fund any portion.
- Vision:
 - A vision plan through Eye Med Vision is available. The school does not fund any portion.
- Retirement:
 - The school offers a 403B Retirement plan through Franklin-Templeton. The school does not fund any portion.



Office Administrative Assistant Job Description

GENERAL

Title: Administrative Assistant

Reports to: Senior Administrative Assistant

Basic Qualifications: Must be in relationship with the Lord Jesus Christ as personal Savior.
Must have moderate office experience.
Must have good customer service skills in person as well as over the phone.
Must have light typing and computer skills.
Must be organized.
Must be willing to be trained in State mandated basic health procedures to dispense medications and manage student illness/injury

PERSONAL

1. Be a faithful, financially-supporting member of a local church.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
4. Show by example the importance of scripture study and memorization, prayer, and unity in the body of Christ.
5. Be in whole-hearted agreement with the school's Christian philosophy of education.
6. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
7. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school dress code policy.
8. Respectfully submit and be loyal to established authority.
9. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
10. Notify the administration in writing of any policy he/she is unable to support.
11. Refuse to use or circulate confidential information inappropriately.
12. Place his/her PPCS role ahead of other jobs or volunteer activities.
13. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
14. Meet everyday stress with emotional stability, objectivity, and optimism.
15. Use acceptable English in written and oral communication. Speak with clear articulation.
16. Make an effort to appreciate and understand the uniqueness of the school community.

PROFESSIONAL

1. Monitor the counter and helps students, parents, and customers.
2. Answer incoming phone calls and takes messages.
3. Track and manage Daycare charges.

4. Assist the senior administrative assistant with enrollment, tuition, and student records.
5. Assist director and office manager with various duties.
6. Responsible for postage and mailing.
7. Dispense medicine to students.
8. Mail information to the parents of prospective students.
9. Conduct tours of the school when needed.
10. Run outside errands when needed.
11. Substitute in classrooms when needed.
12. Cooperate with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
13. Maintain a clean, attractive, well-organized work space.
14. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
15. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
16. Attend and participate in scheduled devotionals, faculty meetings, professional development and workdays, fundraisers, committees, and school-sponsored activities.
17. Know the procedures for dealing with issues of an emergency nature.
18. Inform the administration in a timely manner if unable to fulfill any duty assigned. Supervise extra-curricular activities, organizations, and outings as assigned.
19. Provide input and constructive recommendations for administrative and managerial functions in the school.
20. Support the broader program of the school by attending extra-curricular activities when possible.
21. Perform any other duties that may be assigned by the administration.

PURPOSEFUL

1. Reflect the purpose of the school, which is to honor Christ in every activity.
2. Motivate students to grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Integrate biblical principles and the Christian philosophy of education throughout activities.
5. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
6. Follow biblical principles in resolving conflicts with students, parents, staff, and administration.