



3601 CAMPUS ADMINISTRATIVE ASSISTANT

Policy Type: Human Resources Manual

Applies To: All Staff, Students, Visitors

Approved By: Head of Schools

Policy Reviewed: every 2 years

Adopted: 01 2021

Revisions:

Langley Christian School exists to educate, inspire, and equip students and that work begins the moment someone walks through the door. The Administrative Assistant is a vital role at LCS. Every family that calls, every student who steps into the office, and every visitor who arrives on campus will encounter this person first. The Administrative Assistant shapes whether families feel known and supported, whether students feel safe and seen, and whether our community reflects what we say we believe.

At LCS, we hold that every person is a unique individual made in the image of God. The Administrative Assistant lives this conviction daily, bringing genuine warmth, attentiveness, and care to every interaction. This is not hospitality as a job skill; it is hospitality as an expression of our core values: connect, thrive, equip.

Beyond welcome, this role requires sharp organizational ability, clear and highly professional communication across every channel - phone, email, external communication and in person - and confident use of a range of information systems and software. The Administrative Assistant keeps the front office running with accuracy and calm, supporting principals and teachers so they can focus on the work of teaching and caring for students.

The job description outlines all additional contractual requirements specific to the position. The administrative assistant reports directly to the principal and supports the work of the administrative team.

DUTIES & RESPONSIBILITIES:

- (a) Serves as the first point of contact for students, families, staff, and visitors, ensuring a welcoming, friendly, and hospitable environment.
- (b) Models the LCS core values of Connect, Thrive, and Equip in all interactions with students, parents, staff, and the broader community.
- (c) Maintains a calm, organized, and highly professional front office environment that reflects the culture and mission of Langley Christian School.
- (d) Inputs, maintains, and retrieves data such as absentees, attendance, student records, demographics, school accounts and budget data, newsletters, month-end reports, and report cards.
- (e) Files and maintains a variety of confidential and non-confidential materials including student files, correspondence, reports, and records in accordance with school privacy policies and procedures.
- (f) Answers inquiries and relays messages from parents, students, staff, and the public both in person and by telephone with professionalism, warmth, and clarity.

- (g) Supports principals and staff with scheduling, meeting coordination, event planning, communication, and administrative organization.
- (h) Assists with registration and onboarding of new students and families, including collection of required documentation and records transfers.
- (i) Maintains school accounts in accordance with school accounting procedures including budget recording, tracking, deposits, and receipt.
- (j) Completes a variety of forms and reports such as Ministry forms, student enrollment reports, labels, spreadsheets, and internal documentation.
- (k) Maintains adequate inventory of office and general supplies and coordinates purchasing requests as required.
- (l) Demonstrates strong competency with technology systems including Google Workspace, student information systems, spreadsheets, databases, online forms, and digital communication platforms.
- (m) Assists in preparing newsletters, school communications, social media support content, and other school-wide correspondence that reflects the LCS brand and communication standards.
- (n) Supports school safety and emergency procedures including student sign-in/sign-out processes, emergency drills, visitor management, and communication protocols.
- (o) Collaborates effectively with teachers, educational assistants, administrative staff, and leadership teams to support the smooth operation of the campus.
- (p) Demonstrates professionalism, discretion, confidentiality, and strong interpersonal skills in all aspects of the role.
- (q) Participates in staff meetings, training, professional development, and school community events as required.
- (r) Performs other duties necessarily incidental to the position or assigned by the Principal or designate.

REQUIREMENTS:

- (a) Demonstrates a strong alignment with the mission, vision, and Christian values of Langley Christian School.
- (b) Maintains a "mission first, people-always" posture marked by hospitality, warmth, patience, and attentiveness.
- (c) Demonstrates exceptional verbal and written communication skills.
- (d) Maintains a non-anxious, solutions-oriented presence in a dynamic and fast-paced environment.
- (e) Possesses strong organizational, multitasking, and time-management abilities.
- (f) Exercises sound judgment, professionalism, and confidentiality at all times.
- (g) Demonstrates initiative, flexibility, and a collaborative spirit.
- (h) Highly proficient in technology, digital systems, and office productivity tools.
- (i) Ability to build positive and respectful relationships with students, staff, parents, and community members.

RELATED POLICIES: