



WESTLAKE

CHRISTIAN ACADEMY

OFFICE ASSISTANT

GRAYSLAKE, ILLINOIS | WESTLAKECHRISTIANACADEMY.ORG | INFO@WESTLAKECHRISTIANACADEMY.ORG

QUALIFICATIONS

- Highly relational
- Expresses a cheerful, optimistic, steady disposition
- Practices a high degree of integrity and discretion
- Ability to focus on details, prioritize and meet deadlines
- A team player, flexible, willing to pitch in where needed
- Ability to work in a fast-paced, high-energy environment
- Excellent organization skills with the ability to multi-task under pressure
- Experience with Google Workspace and Microsoft Office
- Computer savvy with online program

RESPONSIBILITIES

- Serve as backup receptionist
- Greet parents, visitors, teachers and students and address their questions/needs in a courteous and professional manner
- Manage and route incoming phone calls, emails, and messages to appropriate staff
- Support office manager
- Maintain office copier and supplies
- Assist with logistical support for special school events
- Assist with school drills (tornado, lockdown and fire)
- Enter data into FACTS SIS (Student Information System)
- Assist with morning drop-off and/or afternoon pick-up
- Help attend to medical needs of students
- Provide medical, emotional, and spiritual support to students

ACCOUNTABILITY

- Answer directly to the Office Manager
- Annual review by the Office Manager

HOURS, HOLIDAYS, VACATION

This is a non-exempt, full-time, hourly position, which carries the expectation of 40 hours per week during the school year, on days when school is in session. Hours are 7:30–4:00, with 30 minutes for lunch. This position qualifies for a tuition discount. Extended care (Preschool–6th) is available free of charge during working hours.

SCHOOL PROFILE

- Preschool–12th Grade
- Enrollment: 265. Class size 15–24.
- Founded 1972
- Accredited by ACSI
- Regional accreditation by ACSI and Cognia
- Recognized by Illinois State Board of Education