



Bethel Christian School

Officer Manager Job Description

General Description

Job Summary: The Officer Manager supports the school's leadership effectiveness with competent service and assistance. He/she shall be a person of spiritual maturity and shall reflect the purpose of the school, which is to always honor Christ.

Hired by: President

Responsible to: Principal

Evaluated: An annual written evaluation is provided by the Principal.

Type of Position: This is an exempt employee that is paid on a salaried basis.

Required Spiritual Qualities

It is expected that the Officer Manager will:

- Acknowledge Christ as Savior and seek to live their life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support the school's **Statement of Faith** (attached).
- Be a **Christian role model** in attitude, speech, and actions toward others.
- Portray the fruits of the Spirit in dealing with team members, students, and families.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively attend a local Bible-believing church.

Required Professional Qualities

It is expected that the Officer Manager will:

- Have a high school diploma or GED certificate.
- Have good verbal and written communication skills.
- Demonstrate basic proficiency in computer word processing, e-mailing, and accessing the Internet. Be willing to learn other types of educational software utilized by the school.
- Be able to handle multiple tasks simultaneously. Have disciplined time management skills.

Required Personal Qualities

It is expected that the Officer Manager will:

- Sign and live by the School's **Lifestyle Statement** as a condition for employment and continued employment (attached) in this ministry.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a clean, attractive, well-ordered office.
- Have excellent social skills.

Essential Job Functions

It is expected that the Officer Manager will:

Office Responsibilities

- Help staff, students, and volunteers to function efficiently, effectively, and productively.
- Participate in beginning of year staff orientation, staff devotionals, and staff meetings.
- Schedule appointments for administrative staff when necessary.
- Handle administrative and general school correspondence.
- Complete background check forms, state department of education forms, and personnel staff in-service information.
- Produce school-wide communications (e.g., daily school bulletins for staff, letters for all school families, yearly school calendar, in-house monthly calendar, class lists, directories, handbooks, etc.).
- Be responsible for regular school and bulk mailings.
- Maintain daily clock/bell schedules.
- Fill out textbook and supplementary material orders as requested.
- Maintain current student academic and medical records. Provide copies when requested by parents and when requested by schools receiving transfer students.
- Assist teachers with the operation of the office machines.
- Maintain records of fire and other types of emergency drills.
- Keep the office stocked with necessary supplies and forms as needed and is responsible for office equipment maintenance and their supplies.
- Keep the various filing systems up to date and organized.
- Handle reservations and arrangements for luncheons, conferences, and miscellaneous office and school functions. Help with special events when requested.
- Assign student lockers and help with locker jams and the changing of combinations.
- Meet and greet everyone with a friendly, helpful attitude when they enter the office or call on the telephone. Treat each person with respect and courtesy.
- Use established procedures to notify administrative staff of phone calls or that appointments have arrived.
- Use established procedures to transfer calls to staff extensions or voice mail.
- Make phone calls on behalf of the administration as directed.
- Check and respond to voicemail and school e-mail regularly.
- Keep updated calendars on school events, field trips, game schedules, maps, and activities to include administration and teacher appointments.
- Ensure that all visitors and volunteers sign in and receive an appropriate badge.
- Watch for strangers entering the school and politely offer assistance. Make sure that those entering the school state their business.
- Notify an administrator if someone who seems suspicious has entered the school.
- Refuse admittance to non-school students who do not have permission from an administrator to visit the school.
- Administer basic first aid in absence of school nurse.
- Perform any other duties that may be assigned by the administration.

Attendance

- Record and issue pass to tardy students and to those students with acceptable excuses from parents.
- Assist students signing in and out of the building during school hours and record the sign in/out times.
- Make a daily absentee list and distribute the list to each teacher.

Office Support

- Receive, sign, and log deliveries.
- Supervise lost and found articles for pick up by students and parents.
- Sell yearbooks and other authorized items from the office.
- Be responsible for postage meter, fees for postage, and outgoing mail.
- Be responsible for gathering information for morning announcements, typing them up, and placing them in staff mailboxes or sending the announcements by email to staff.

Bethel Christian School

Statement of Faith

1) THE BIBLE - We believe that the Bible is the inspired Word of God, and that it is the only infallible rule of faith and practice. (II Timothy 3:14-16)

2) THE TRINITY - We believe that God is Triune: The Father, Son and Holy Spirit. (2 Corinthians 13:14)

3) THE FALL OF MAN - We believe that man was created in the image of God but that by voluntary disobedience fell from perfection, thereby imputing sinfulness to all human beings. (Romans 5:12)

4) DEITY OF JESUS CHRIST - We believe in the Deity of the Lord Jesus Christ, that He was conceived of the Holy Spirit and born of a virgin. (John and Matthew 1)

5) SALVATION - We believe that the only way to be saved is by faith in the blood sacrifice, death and resurrection of Jesus Christ, the Son of God. This is a gift from God through His grace. (Ephesians 2:8) We believe that, upon sincere repentance and a whole-hearted acceptance of Christ, we are justified before God. We believe that this salvation is eternal and cannot be lost. (John 10:28)

6) CHRISTIAN LIVING - We believe that it is the will of God for believers to walk in progressive sanctification, growing continuously in the faith. (Hebrews 6:1) We believe that the Holy Spirit gives all of us certain spiritual gifts (1 Corinthians 12:1-11), and that we should show spiritual fruit as evidence of our salvation. (Galatians 5:22-25)

7) SECOND COMING OF CHRIST - We believe that the second coming of Christ is personal and imminent. (1 Thessalonians 4:16, 17; Titus 2:11-13)

8) AFTER DEATH - We believe in the bodily resurrection of the dead, both of the just and the unjust; and in the eternal punishment of the lost and the eternal joy of the saved. We believe every person will stand before the judgment seat of Christ to receive eternal life or death. (Revelation 20:11-15; Hebrews 9:27; 2 Corinthians 5:10) We believe that heaven is the glorious eternal home of born-again believers. (John 14:1-3; Revelation 7:15-17) We believe that hell is the place of eternal torment for all who reject Christ as Savior. (2 Thessalonians 1:9)

9) GENDER IDENTITY AND MARRIAGE - We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:24; Leviticus 18:22, 20:13; Romans 1:26-28) We believe that God creates each person as male or female from conception until natural death. These two distinct genders together reflect the image and nature of God (Gen. 1:26-28).

10) DIVERSITY AND EQUALITY - Each student, regardless of race, ethnicity, nationality, gender, or Christian denomination will have access to the opportunities, resources, and support they need to reach their God-given potential. (Revelation 7:9-10)

Bethel Christian School

Team Member Lifestyle Statement

Bethel Christian School is an independent, non-denominational school that's mission is to provide a Christ-centered, high-quality education to students based on Biblical truths that will equip students with the knowledge and skills to serve our Lord and Savior Jesus Christ throughout their adult lives and be Godly examples to others through their character and leadership.

Bethel Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. A team member is expected to demonstrate fruits of the spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with other team members.

The Bethel Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the occupational qualification for team members to be Christian role models, includes, but is not limited to homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (Romans 1:21-27; 1 Corinthians 6:9-20.)

Bethel Christian School believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (Exodus 20:14; Genesis 1:27-28; 2:21-24, Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33.)

That to preserve Bethel Christian School's mission and reputation its team members must be born-again Christians, live their lives as Christian role models, and maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Bethel Christian School that each team member will lead a lifestyle where Christlike character is exemplified.